

Torres Strait Regional Authority

[Position Title]

# **[Position Title] – [Programme Title]**

Title:

Position No:

Programme:

Classification:

Location:

Ongoing / Non-Ongoing

Identified Position / Affirmative Measures Position (Indigenous)

## **The TSRA Vision**

NGALPUN YANGU KAABA WOEYDHAY, A NGALPUN MURUYGAW DANALAGAN MABAYGAL KUNAKAN PALAYK, BATHAYNGAKA (KALA LAGAU YA)

BUAIGIZ KELAR OBAISWERARE, MERBI MIR APUGE MENA OBAKEDI, MUIGE MERBI ARERIBI TONARGE, KO MERBI KEUB KERKEREM (MERIAM MIR)

NGALPAN MOEBAYGAL THOEPOERIWOEYAMOEYN, NGALPAN YA KUDUTHOERAYNU, NGALPAN IGILILMAYPA, SEPA SETHA WARA GOEYGIL SEY BOEY WAGEL (KALA KAWAU YA)

EMPOWERING OUR PEOPLE, IN OUR DECISION, IN OUR CULTURE, FOR OUR FUTURE

## **What we do**

## The TSRA has the responsibility to:

## Formulate, coordinate and implement programmes for Torres Strait Islander and Aboriginal people living within the region;

## Monitor the effectiveness of these programmes, including programmes conducted by other bodies;

## Advise the Minister for Indigenous Affairs on matters relating to Torres Strait Islander and Aboriginal Affairs in the Torres Strait;

## Recognise and maintain the special and unique Ailan Kastom of the Torres Strait Islander people living in the Torres Strait Region; and

## Undertake activities necessary to perform its function as defined by the ATSI Act 2005.

## **Who We Are**

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector and community experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion.

## **What We Are Trying to Achieve**

## The TSRA aims to improve the lifestyle and wellbeing of the Torres Strait Islander and Aboriginal people living in the Torres Strait region.

* gaining recognition of our rights, customs and identity as indigenous peoples;
* achieving a better quality of life for all people living in the Torres Strait region;
* developing a sustainable economic base;
* achieving better health and community services;
* ensuring protection of our environment; and
* asserting our native title over the lands and waters of the Torres Strait region.

## **The Opportunity**

The TSRA is an Australian Government Statutory Authority established on 1 July 1994 under the *Aboriginal and Torres Strait Islander Commission Act 1989*, and now the *Aboriginal and Torres Strait Islander (ATSI) Act 2005*. The TSRA is the leading Commonwealth representative body for Torres Strait Islander and Aboriginal people living in the Torres Strait. The TSRA Board consists of one elected member from each of the 18 communities of the Torres Strait and one each from Bamaga and Seisia on the Northern Peninsula Area. The 20 member board provides a permanent presence on the ground in almost every community. The Chief Executive Officer is appointed by the Minister and is responsible for the day-to-day administration of the TSRA. Employees of the TSRA are engaged under the Australian Public Service (APS) Act and are bound by the APS Code of Conduct. The TSRA provides an annual report to Parliament and the Australian National Audit Office conducts assessments of the TSRA from time to time.

The TSRA delivers eight programmes that contribute to the regional goals expressed in the Torres Strait and Northern Peninsula Area Regional Plan. One of those programmes is **[Programme title].**

**The [Programme] aims to:**

**The [Programme] works to achieve its aims through:**

We are looking for the right [people/person] to fill roles at the [enter APS level] level. For an indication of the requirements and expectations at the [APS level] level, refer to the APS Work Level Standards, available from the Australian Public Service Commission website (www.apsc.gov.au).

[Enter any further position specific information]

**Tasks will be varied and may include:**

1. [TEXT]
2. [TEXT]
3. [TEXT]
4. [TEXT]
5. [TEXT]
6. [TEXT]
7. [TEXT]

## **Our Ideal Candidate**

We are looking for individuals who:

* have an understanding of issues affecting Aboriginal and/or Torres Strait Islander people;
* have strong, proven business analysis and evaluation skills and excellent communication skills;
* have an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people;
* have experience in working independently and flexibly in a complex environment;
* show respect and value diversity as part of your leadership and team roles;
* will be highly motivated, energetic and show a willingness and capacity to get things done and make a difference.
* that you hold a blue card issued by Blue Card Services, Department of Justice and Attorney-General. This position generally falls within the definition of regulated employment in the Commission for Children and Young People and Child Guardian Act 2000 (Qld) and, it is TSRA policy that persons seeking engagement in this position must undergo criminal history screening under the blue card system. If you fail to meet any of these conditions your employment may be terminated.

## **What We Offer**

* A diverse and inclusive workplace and attractive remuneration package including remote area allowances.
* Exciting and fulfilling work at the heart of Indigenous Affairs in the Torres Strait with career development and networking opportunities.
* The opportunity to play a critical part in achieving the Torres Strait Regional Authority’s objectives to ensure we continue to fulfil an important role in our community.

## **Identified Position**

*These positions are Identified* which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people.

*This position is required to liaise with Aboriginal and Torres Strait Islander people, communities and service providers. You will require cultural competency, including:*

* understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples
* demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples
* demonstrated capability and commitment to continue to develop cultural competency

## **Affirmative Measures Position (Indigenous)**

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial

Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

*Applicants will be required to provide evidence to confirm that they are Aboriginal and/or Torres Strait Islander. Acceptable evidence includes:*

* *a letter signed and executed by the Chairperson of an incorporated Aboriginal or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal or Torres Strait Islander person, or*
* *a confirmation of Aboriginal or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation.*

## **How to Apply**

If this sounds like the opportunity you are looking for, we want to hear from you! Submit an online application through the [www.tsra.gov.au/opportunities/work-for-us](file:///C%3A%5CUsers%5CLISA%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CHEKA0XV4%5Cwww.tsra.gov.au%5Copportunities%5Cwork-for-us) by [**11:30pm AEST,** **Monday, 24 July 2017]**. As part of your application you will need to provide:

* your resume, including the contact details of two referees
* a ‘one page pitch’ telling us how your skills, knowledge, experience and qualifications makes you the best person for the job – this includes addressing the required level of cultural competency

## **Who to Contact**

For more information about the role, please contact [contact for position] on (07) 4069 0700 or at contact email address@tsra.gov.au

If you experience any difficulties accessing or submitting your online application, please contact the TSRA Recruitment Team on (07) 4069 0700 or at HumanResources@TSRA.gov.au

# **Frequently Asked Questions**

## **What should I include in my resume?**

The quality of your resume creates the vital first impression we have of you. As a minimum, you should ensure that you include the following elements:

**Personal Details** – include your name, contact email address and phone numbers.

**Education** – provide details of any education and qualifications that relate to the job you are applying for.

**Work Experience** – include all work experience and outline the main responsibilities and achievements that are relevant to the job you are applying for. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any gaps in time.

**Other Experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work that you participated in and highlight what you gained from that experience.

**Referees** – include the name and contact details of two professional referees who can validate and support your application.

**Layout** – The standard resume length is between two to six pages. Use an easy to read font and a simple, consistent format. Use bullet points to break up text. Place key information on the front page where it can be noticed. Highlight important facts, and ensure that you can back them up with examples if asked at interview.

## **What should I include in my one page pitch?**

Your one page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at TSRA, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

## **How will my application be assessed?**

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement.

If your application is shortlisted, you may be asked to undertake further assessment to test your ability to perform the role.

## **What other assessment will I have to undertake?**

We use a variety of techniques to assess and validate key knowledge areas, critical skills, motivation and fit for the role. This may include:

* Psychometric testing (personality, motivation and cognitive abilities)
* Phone, face to face and skype interviews (formal and informal)
* Role plays
* Group assessment centres
* Written tasks

Your referees may also be contacted at any stage of the assessment process to validate your claims in your application and at interview. For this reason it is important that you advise them you have applied for a role at TSRA, and that you feel confident they will be able to support your application.

## **How are selection decisions made?**

We make all selection decisions based on merit, which means that:

* the assessment process is fair and consistent
* assessment is based on job specific requirements – things that are genuinely required for someone to perform the role
* based on the assessment, the best person for the job gets the job

If you are selected as the successful candidate – congratulations! You will be contacted to discuss things like classification, salary, security clearances and start date, as well as asked to complete any relevant new starter paperwork.

If you are not selected as the successful candidate – don’t despair! It doesn’t mean that you can’t do the job, it just means that someone else demonstrated that they could do it better. Remember to ask for feedback to help you improve your chances in the future.

In some cases, when you are notified that you didn’t get the job you may be told that you have been placed on a Merit List. This is great news as it means that you may be considered for similar roles in the TSRA as they become available over the next 12 months.