



**Information Pack:
Coordinator People & Culture**

LEVEL: 6 to 7 (Table B – Aqwest EA 2017)

DEPARTMENT: Corporate Services

December 2019

WHY WORK FOR AQWEST?

Rich History

AQWEST is the trading name of the Bunbury Water Corporation

The Bunbury Water Board was formed in 1905 to obtain, treat and distribute water and has served the people of Bunbury for over 100 years.

The move away from the historic Bunbury Water Board and the evolution of AQWEST occurred as part of the restructuring process in 1996/97.

Despite the updated image and streamlined structure, the tradition of delivering quality water at reasonable cost to the people of Bunbury continues with AQWEST.

Aqwest uses the latest technology and engineering know-how to produce and deliver high quality water for the expanding Bunbury community.

Location, Location, Location!

Bunbury is located 175km south of Perth on the beautiful South West coast of Western Australia and has an enviable lifestyle, fantastic climate, nearby wineries, outstanding restaurants and is surrounded by water on three sides including glorious beaches. It has all the modern entertainment and recreational facilities you would expect in a bustling and growing city. Bunbury has a rich pool of community and culturally diverse activities and is an exciting place to live and work.

Short Guide to Employee Benefits

The Enterprise Agreement includes a set of terms and conditions of employment for AQWEST employees including:

- Individual flexibility
- Objectives of agreement
- Employment categories
- Hours of work
- Salary
- Overtime
- On call arrangements
- Annual leave
- Personal leave
- Compassionate leave & community service leave
- Leave without pay
- Parental leave
- Public holidays
- Consultation procedure
- Study leave
- Travelling expense reimbursement
- Relieving and higher duties
- Organisational policies and procedures

- Termination of employment
- Redundancy
- Disputes resolution procedure
- Long service leave
- Annual performance based salary adjustments
- Salary & Wage Tables

AQWEST also provides and funds a number of programs, on top of the conditions in the Agreement that provide additional benefits to employees. These include initiatives to:

- Improve employee health and wellbeing
- Assist with career development
- Improve the employee’s working environment

This short guide provides a summary of the conditions and benefits available at AQWEST.

If you would like more information about these conditions and benefits, please contact **Natasha Earle, Finance Officer on (08) 9780 9508.**

HEALTH AND WELLBEING	
Flu Vaccinations	Provided annually free of charge to all employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	A fully funded service provided by AQWEST for employees and members of their immediate family to access counselling services. Any employee can access the service. Sessions are limited to four per family unit.
Shower Facilities	Access to shower, change room for employees at the workplace.
Bicycle Racks	Secure racks are available for employees’ use.
WORKPLACE	
Induction Program	All new employees participate in a comprehensive Induction Program that covers: <ul style="list-style-type: none"> • Corporate Induction • Safety Induction • Human Resources Induction • Equal Employment Opportunity, Access and Inclusion
Flexible Work Arrangements	Flexible work arrangements to assist employees to balance work and personal life – by arrangement between AQWEST and employee. Arrangements include: <ul style="list-style-type: none"> • Flexitime, which allows employees to alter start and finish times and have time off for other commitments. • Limited banking of hours, which allows employees to work extra hours and take additional time off.

Lunch Room Facilities	Kitchen with full cooking facilities and communal lunch room are provided for employees.
Social Club	AQWEST provides a facility for employee payroll deductions of Social Club membership fees. Fees are \$10 per fortnight
LEAVE	
Annual Leave	Consists of four weeks annual leave paid after twelve months continuous service. Pro-rata for part-time staff.
Personal Leave	<p>Paid personal leave is available to employees for:</p> <ul style="list-style-type: none"> • Illness or injury • Caring for immediate family or household members who are ill and require care • Unexpected emergency affecting the staff member. <p>Personal leave accrues at one day per completed month of service and pro rata for part time staff.</p>
Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Public Holidays	<p>Paid leave on gazetted Public Holidays:</p> <ul style="list-style-type: none"> • New Year's Day • Good Friday • Easter Monday • Christmas Day • Boxing Day • Australia Day • Anzac Day • Foundation Day • Queen's Birthday • Labour Day <p>In addition to all public holidays, employees receive an additional two days, at New Year and Easter in accordance with the current Enterprise Agreement.</p>
Long Service Leave	Employees receive 13 weeks of leave for 10 years of continuous service. An additional 13 weeks is available after each subsequent period of 7 years of continuous service.

EMPLOYMENT CONDITIONS

Location	Water Services Centre – 5 MacKinnon Way, Bunbury
Conditions	AQWEST Enterprise Agreement 2017
Salary	Level 6 to 7, \$88,018 to \$102,695 (based on qualifications and/or position requirements).
Superannuation	AQWEST pays the superannuation guarantee (9.50%) plus an additional 1%. The 10.50% is paid into a fund of the employee’s choice.
The Position	<p>The full time position that is available is titled Coordinator People & Culture as per the Position Description.</p> <p>IT IS MANDATORY THAT INTENDING APPLICANTS ADDRESS THE ESSENTIAL AND DESIRABLE SELECTION CRITERIA DETAILED IN THE POSITION DESCRIPTION.</p>
Tenure	This is a permanent position.
Hours of Work	76 hours per fortnight
Orientation	Once an appointment has been made an orientation will commence in February 2020.
Pre-employment Medical	<p>The recommended applicant(s) will be required to undertake the following;</p> <ol style="list-style-type: none"> 1. Full pre-employment medical 2. Psychometric test <p>An offer of employment may be made following suitable completion of (1) and (2).</p> <p>Cost will be met by Aqwest.</p>
National Police Clearance	<p>The recommended applicant will be required to provide a current National Police Clearance.</p> <p>Cost will be met by Aqwest.</p>
Closing Date	4:00pm Thursday 30 th January 2020
	Late applications WILL NOT BE ACCEPTED

SUBMITTING AN APPLICATION

Thank you for your interest in the position advertised by AQWEST.

Guidelines

These guidelines are to assist you to prepare your application and to enable you to plan for a possible interview.

Preparing your application:

AQWEST is an equal opportunity employer. All applications for a position will be assessed against the ESSENTIAL AND DESIRABLE criteria, shown in the position description and in this information paper.

Only those applicants who specifically address the selection criteria for the position will be considered for an interview.

Your application should include the following documents:

Covering Letter	The covering letter gives you the opportunity to introduce yourself. Include brief information about your experience and skills. Please include the title of the position you are applying for. For example, Design Officer.
Comprehensive Curriculum Vitae	Your resume (or curriculum vitae) should include your personal details, all relevant work history and education, training courses, qualifications and professional memberships. When listing your relevant work history, you should start with the current or recent position. You should also include dates/period of employment and duties and responsibilities for each position
Referees	You will be requested to provide referee contact details if you are shortlisted for interview.

Addressing the Selection Criteria This is the most important part of your application. Please ensure that you address each **ESSENTIAL** and **DESIRABLE** criteria listed in the Position Description.

Selection criteria is divided into:

- Essential criteria
- Desirable criteria

The selection panel will rate applicants against the criteria to select applicants for interview.

You should meet all of the 'essential' criteria to be seriously considered for a role.

The key is to:



- Demonstrate capability by providing evidence of how you meet the selection criteria
- Provide specific details
- Where possible, include an indicator of success or a result.

An easy way to do this is to use the STAR model – that is:

- Situation – provide a brief outline of the situation or setting
- Task – outline what you did
- Approach or action – outline how you did it
- Result – describe the outcomes

Formal Qualifications Photocopies of relevant qualification(s) or academic records should be attached to your application. Please do not submit originals.

Forwarding Applications

 <p>Email Aqwest@Aqwest.com.au</p>	 <p>Facsimile (08) 9780 9509</p>
 <p>Hand Chief Executive Officer AQWEST 5 MacKinnon Way Bunbury WA 6230</p>	 <p>Mail Chief Executive Officer AQWEST PO Box 400 Bunbury WA 6231</p>

Our Selection Process

Fairness and Equity

AQWEST seeks to build a diverse workforce and is committed to ensuring that our recruitment and selection process is fair and equitable at all times.

Selection for Interviews

A panel will shortlist applicants for interview. This process may take up to two weeks after the closing date.

If you are selected for an interview, AQWEST will contact you to organise a mutually convenient time to be interviewed. All interview questions will be based on the selection criteria for the position.

During the Interview

Each applicant will be interviewed by the same interview panel and assessed in the same manner.

Interview Outcomes

All candidates will be contacted within a few weeks of the interview.