

# UWS Job Applicant Guide

## A resource for individuals seeking employment with UWS

The University of Western Sydney is committed to its role as a major employer in the region of Greater Western Sydney.

This Guide is provided by the University to assist individuals submit applications for advertised jobs.

UWS is committed to equity in employment and diversity. It welcomes applications from Indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.

This Applicant Guide provides references to information found on the UWS website – [www.uws.edu.au](http://www.uws.edu.au). If this Applicant Guide has been provided for you in paper form and you cannot access the internet please contact the person whose details appear within each job ad, for information specific to the positions being advertised and the relevant parts of the University. Alternatively, contact the Recruitment Helpline on 02 9678 7536.

UWS appreciates all applicants who show interest in working with us and we acknowledge the time and effort you put into applying for jobs at UWS. Most importantly we wish you well in your endeavours to gain employment and we look forward to receiving your applications.

All applicants are invited to visit and explore [www.uws.edu.au](http://www.uws.edu.au) to access a vast range of information about the University, its strategies, operations and people. When you visit the UWS website you will find this welcome from Vice-Chancellor, Professor Reid.....



I would like to extend to you a warm welcome to the University of Western Sydney (UWS) website.

UWS is a major urban university spread over six campuses in Greater Western Sydney, a region of great opportunity, diversity, challenge and growth. The University shares many of the characteristics of the region, as we closely identify and work with local communities and businesses.

We are enterprising and forward-looking and committed to access and equity in higher education. We put knowledge to work in the education of our students for employment, in the application of research to contemporary problems, and in mutually enriching partnerships with communities.

The University is culturally diverse, with over 2000 staff and about 35 000 students drawn from Australia and around the world. We are proud of the rich texture of history, knowledge and skills that the UWS community possesses.

Our University is designed for the knowledge economy of the 21st century where economic growth and social outcomes will depend on the skills of individuals and communities, and where education will be flexible and continually adapt to meet individual needs.

The University is closely linked to Greater Western Sydney, one of the nation's economic powerhouses where ten per cent of all Australians live, and has a teaching and research structure designed to meet the challenges of the new economy.

UWS courses are focused on the future. From professional education in vocationally-based disciplines through to critical scholarship in higher degree programs, the University ethos emphasises critical and questioning enquiry and innovation.

Our students are at the heart of everything we do. We are committed to providing students with both the information they need to succeed in today's social, political and economic climate and the skills that will help them to adapt for tomorrow's. We want students' experience of University to be positive, enjoyable and enriching.

Despite its size and geographic spread, UWS is known as a friendly and welcoming place where each campus is a community in microcosm and staff will go out of their way to help. We are continuing to improve services and amenities to enhance the student experience.

To help make university study attractive and accessible, scholarships are available both for high-achievers and for those who are economically or educationally disadvantaged.

Many of our courses are developed with industry input and taught by people who are leaders in their field, keeping our students in touch with real world needs and best practice. Employers often comment on the practical approach and flexibility of UWS graduates, who are known to 'hit the ground running'. The success of our students is testimony to the quality of a UWS education.

I hope you enjoy browsing our website and I encourage you to seek more information by contacting the University about your areas of interest.

Professor Janice Reid, AM  
Vice-Chancellor

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## **About UWS**

A great deal of information about UWS can be found on the University's website at [www.uws.edu.au](http://www.uws.edu.au).

All applicants are encouraged to explore the site and learn about UWS, its values, strategic directions, its structure of Divisions, Colleges and Schools and about the many activities that make up UWS life.

The University of Western Sydney (UWS) is a major urban university with six campuses in Greater Western Sydney, a region of great opportunity, diversity, challenge and growth.

The University shares many of the characteristics of the region, as we closely identify and work with local communities and businesses. We are enterprising and forward-looking, committed to access and equity in higher education. We put knowledge to work in the education of our students for employment, in the application of research to contemporary problems, and in mutually enriching partnerships with communities.

The University is culturally diverse, with over 2000 staff and over 35,000 students including more than 5,000 international students every year. We are proud of the rich texture of history, knowledge and skills that the UWS community possesses.

Our University is designed for the knowledge economy of the 21st century where economic growth and social outcomes will depend on the skills of individuals and communities, and where education will be flexible and continually adapt to meet individual needs.

The University is closely linked to Greater Western Sydney, one of the nation's economic powerhouses where ten per cent of all Australians live, and has a teaching and research structure designed to meet the challenges of the new economy. UWS courses are focused on the future. From professional education in vocationally-based disciplines through to critical scholarship in higher degree programs, the University ethos emphasises critical and questioning enquiry and innovation.

## **Why UWS?**

A great deal of information about UWS can be found on the University's website at [www.uws.edu.au](http://www.uws.edu.au).

UWS has long been identified as a University of the people. We value the contributions made by our staff and recognise that they underpin the enablement of our mission and values.

A special website has been developed to provide you with further information on the many benefits available to UWS staff – [www.uws.edu.au/staffbenefits](http://www.uws.edu.au/staffbenefits).

## **Eligibility to Apply**

UWS welcomes applications from Australian and overseas applicants entitled to work in Australia. (See below re "Australian Citizenship/Residency Status".)

Some positions advertised are marked "UWS Internal Only". To apply for these positions you must at the time the position is advertised be an employee of the University (ongoing, fixed term, contractor or casual).

UWS welcomes applications from Indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.

### ***Australian Citizenship/Residency Status***

The University accepts applications from overseas applicants, however, must ensure that applicants are entitled to undertake employment in Australia by the time they commence employment with the University in accordance with the guidelines established by the Department of Immigration and Citizenship, [www.immi.gov.au](http://www.immi.gov.au)

Offers of employment to overseas applicants are subject to the Department of Immigration and Citizenship granting approval for permanent residency or an appropriate temporary work visa to cover the period of employment. Overseas applicants for most academic and specialised general staff positions may be eligible for employer sponsored migration and in these cases, your Recruitment Officer in the Office of Human Resources will liaise with the Department of Immigration and Citizenship on behalf of the University. Further information is available from the Department of Immigration and Citizenship, [www.immi.gov.au](http://www.immi.gov.au)

Applicants are required to notify the University of any Immigration Restriction that may preclude them from fulfilling the terms of any contract of employment offered by the University.

Note that as part of the appointment process you will be asked to make certain declarations regarding criminal history, health status and compliance with University policies such as the Code of Conduct.

## ***How to Apply***

The first step in your application is to review the details about the position as advertised and observe any requirements stated. Carefully read the position description and any other information provided about the vacancy. Check whether you are eligible to apply and commence your application online at the “Jobs@UWS” website - [www.uws.edu.au/jobs](http://www.uws.edu.au/jobs).

The application process is easy to follow on line and you can save your application at any stage and return to complete, and submit it as convenient.

If you require assistance with alternate formats for job applications because of disability please discuss your requirements with the Recruitment Helpline on 9678 7536 or email [recruitment@uws.edu.au](mailto:recruitment@uws.edu.au).

### ***Closing date***

Before commencing your application, check the closing date – the date by which you must complete your application and submit it online. All UWS positions close at 11.30pm on the date shown.

Late applications will only be accepted in exceptional circumstances. If you are unable to submit your application by the closing date, contact the Recruitment Helpline on 02 9678 7536 before the closing date.

### ***Your Application***

If you need help completing and submitting your application on line at the Jobs@UWS website – [www.uws.edu.au/jobs](http://www.uws.edu.au/jobs), additional help is provided through the online help and also later in the section headed, “About Applying for a Job Online”.

Structure your application around the position description and the selection criteria provided in the online application. Additional information is provided in this Guide in the section headed, “Writing your Application”.

### ***Selection Criteria***

Many organisations use selection criteria as part of the application process. UWS uses selection criteria and you will be asked to respond to a number of criteria specifically related to the position for which you are applying. You should describe how your skills and experience enable you to satisfy those requirements. This is part of the online application process.

Selection criteria may include relevant formal qualifications and any licences or certification required for the type of work.

If you are not familiar with how to address selection criteria you will find more information in the section of this Guide headed “Writing Your Application”.

## ***Qualifications***

You will be asked to provide details of relevant qualifications as part of the application process. If you are selected for an interview you will be required to bring with you originals for sighting and copying.

Advertisements will indicate if qualifications, registrations, licenses, or membership to a professional association are required for you to be considered for the position. If you have an overseas qualification, assessment for Australian equivalency should be completed prior to applying for these jobs.

## ***Referees***

You will need to enter into the online application the names of three referees, along with contact details. Referees should be people who can speak about your skills and knowledge (from paid or voluntary work or activity). Remember to confirm their willingness to act as referees before nominating them

The selection panel will contact your referees if you are being considered for interview or appointment. Your nominated referees should be able to comment on your recent work performance. The selection panel will ask your referees to comment on your work behaviour and performance and may ask referees to verify or comment on claims made by you.

## ***The Selection Process***

A selection panel will assess each of the applications received against the requirements of the position. Applicants who best meet the selection criteria will be called for further assessment, the first step of which is usually a personal interview.

The selection panel may use a number of methods to assess your ability to do the job including: interview questions, presentations, work samples, tests, reports from referees and records checks.

Applicants not successful in gaining an interview, will be notified in writing that their application was unsuccessful, and provided with the contact details of the Chair so they may request feedback on why they were not successful. HR Client Services staff cannot provide this information.

## ***The interview***

If you are successful in obtaining an interview, you will be contacted and advised of your interview details.

UWS is pleased to provide assistance for applicants with disabilities such as access to buildings for interviews and specific arrangements at interview. Please discuss your individual requirements when you are advised of the interview or contact [recruitment@uws.edu.au](mailto:recruitment@uws.edu.au) or the Recruitment Helpline on 9678 7536

You will be asked to bring to the interview originals of relevant qualifications or licenses as well as proof of identity for verification.

All candidates will be asked the same questions by the selection panel. The questions will be developed from the position description and selection criteria to assist the selection panel assess how well you match the requirements of the job. The selection panel may ask secondary or subsequent questions in order to clarify and fully understand your responses and assess your capabilities.

## **After the Interview**

After interviews have been conducted, the Selection Panel will consider all interviewees, make their selection, and submit their selection recommendation to the appropriate delegate for approval. After approval, either the Hiring Manager or the Recruiter will contact the recommended applicant and advise them of the outcome of the interview. This will be followed by a written offer which is valid for 10 days. Acceptance of an offer of employment is completed on line, together with

All unsuccessful candidates will be advised as quickly as possible. If you are unsuccessful, we invite you to use your active registration in the jobs@UWS website to refresh your job alert profile so that you receive email notification of future opportunities.

Certain checks occur after the interview such as:-

Referee checks – as detailed earlier in this section

**Working with Children Check** - For some positions a Working with Children check will also be undertaken of applicants. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children in your work. The check takes into account relevant criminal records, relevant apprehended violence orders and relevant completed disciplinary proceedings. It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for a child-related position.

Information on the working with children check is located at [www.kids.nsw.gov.au/kids/check.cfm](http://www.kids.nsw.gov.au/kids/check.cfm)

Note that as part of the offer acceptance process you will be asked to make certain declarations regarding criminal history, health status and compliance with University policies such as the Code of Conduct.

## ***Additional Help with your Application***

### ***Writing Your Application***

The most important feature of your application is the way in which you demonstrate to the selection committee how your qualifications, experience, knowledge and skills meet the requirements for the position as detailed in the Position Description and in particular in the selection criteria.

As your application may be one of many the Selection Panel will consider, make it clear, concise and relevant to the specific requirements of the position applied for. When addressing the selection criteria explain exactly how you satisfy each requirement.

### ***Addressing the Selection Criteria***

The panel will use all the information provided in the application and any supporting documentation, but will concentrate on the selection criteria for an analysis of qualifications, skills, capability, experience and knowledge.

Avoid bland unsubstantiated statements such as “I have extremely well developed communication skills”. This is your opinion; the panel needs evidence that it is true. You must therefore provide concrete examples that demonstrate your skills and abilities and illustrate the complexity and demands of the task you have used as an illustration. It may be easier to do this if you use the STAR approach:

- Describe the **S**ituation
- Identify the **T**ask/problem that needed to be performed/solved
- Explain the **A**ction you took and what skills you used
- Specify the **R**esults.

All aspects of your life can be used to illustrate that you fulfill the key selection capabilities. Remember that voluntary, sporting and home activities can include examples of your skills and capability.

### ***Use active verbs***

Statements such as “I negotiated” or “I liaised with” have more impact than “I was involved in” or “I was responsible for”. The use of strong, specific verbs will help you to describe your role more clearly.

### ***Use good English***

Your ability to communicate in writing will be assessed by the way in which you address the key selection capabilities. Ask someone else to proofread your responses for you as it is easy to make spelling and grammatical mistakes without realising!

## ***Writing Your Resume***

The most important feature of your application is the way in which you highlight for the selection panel, how your qualifications, skills, knowledge and experience meet the requirements of the position. As your application may be one of many the selection panel has to review, it is important that you make your resume clear, concise, and relevant to the specific requirements of the job as advertised. Do not clutter your application with unnecessary detail.

Your Resume is your opportunity provide summary of your experience, your work history and your strongest competencies.

## ***The Interview***

During the interview, the Selection Panel will ask questions related to the requirements of the position and may probe your answers to gain a full understanding of your capabilities and experience.

It is suggested you give some thought to the type of questions that might reasonably be asked to ensure your answers accurately reflect your abilities. Your answers should describe actual situations or tasks in which you have been involved in relation to the selection criteria.

You may be asked to make a brief presentation to the selection panel. If this is the case, avoid complex subject-matter or detailed slide presentations.

Use the interview opportunity to ask questions about the position, the work unit, the University – any aspect of the job that is of particular interest to you, or will assist you provide appropriate responses to the panel.

## ***Career Development for UWS staff***

UWS encourages its staff to actively plan their careers and engage in career and professional development activities that will enhance their career prospects and job progression or promotion.

Career management is about actively planning, managing, developing and evaluating your career. It involves setting realistic goals that match your current capabilities and future career aspirations within the context of personal values and priorities, employment opportunities, the economic climate etc.

### ***Career Development at UWS – A Series***

UWS has produced a series of publications and workshops intended for all staff who wish to proactively develop and manage their career at UWS. It is comprised of three modules which progress logically; however participants only need attend relevant modules.

- Managing Your Career @ UWS - Career I
- Preparing Your Job Application - Career II
- Interview Skills - Career III

Staff are invited to contact the Professional Development Unit for more information and assistance. Simply follow the Professional Development links on the staff intranet.

## **Indigenous Employment at UWS**

### **Support for indigenous Australians in UWS.**



The University's Director of Indigenous Employment and Engagement can assist with recruitment enquiries from Aboriginal and Torres Strait Islander peoples. A new website is being constructed to provide additional information and resources. Contact the Office of the Director of Indigenous Employment and Engagement

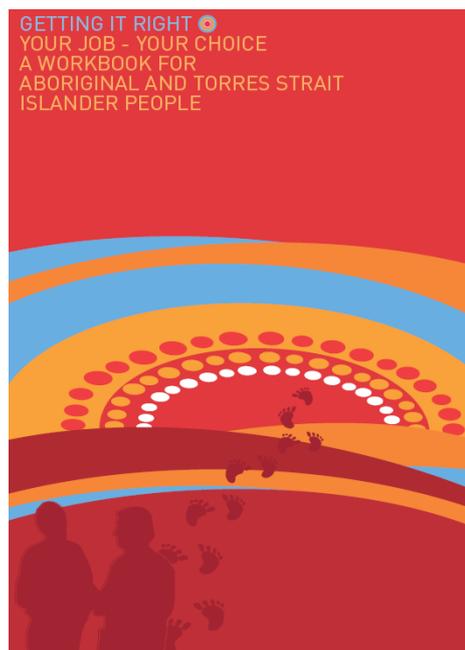
Some positions in UWS are identified Indigenous Positions and must be filled by candidates of Aboriginal or Torres Strait Islander heritage. If you are an applicant to such a position you will be asked to provide confirmation of your Aboriginal and/or Torres Strait Islander heritage. The Office of Indigenous Employment and Engagement will assist in clarifying suitable declarations or statements.

UWS celebrates key Indigenous Australian dates during the year, such as NAIDOC celebrations on each campus. UWS recognizes that Indigenous Australians have cultural and community responsibilities and support is provided through appropriate leave and other entitlements available through the UWS certified agreements and the Indigenous Employment and Engagement Strategy.

A new website is being constructed to provide additional information and resources.

Until those resources are available we invite you to access the publication developed as an initiative of the GROW Employment Council... "Getting it Right – Your Job – Your Choice, A Workbook for Aboriginal and Torres Strait Islander People" The initiative aims to reduce economic disadvantage of Indigenous Australians by improving employment outcomes. It builds on the strong desire of both employers and Indigenous communities to advance the goals of mutual understanding through practical strategies that make a difference to people's lives.

You can obtain the "Getting it Right" booklet on line at [www.grow.org.au](http://www.grow.org.au) or contact the GROW Parramatta office on 9890 7804.



## ***About applying for a job on line***

### **Help**

Please read below for some tips on completing an online application. This information is also provided within the online system.

### **Before You Start...**

#### **Email address**

Your email address is our primary method of contact with you, so in many ways it is more important than your name!! Ensure that this is correct, current, reliable and accessible. Some web based email systems can become 'full' quite quickly. Make sure you understand any limitations that may apply to your email account.

#### **Internet Service Provider (ISP)**

Ensure that your ISP will provide you with uninterrupted online access for the entire application process. Many ISP's will automatically disconnect you if there has been no communication from your computer for a set period of time, which can be as little as 10 minutes for some ISPs. \*\*Simply typing information on a web page is not registered as communication with an ISP - you must save your work to continue communicating with your ISP.

#### **Your browser**

Check the Internet Browser that you use is compatible with the application. This system is optimized for version 5.0 and above browsers. If you have an earlier browser version - more current versions can be downloaded free of charge over the Internet.

### **During The Application...**

#### **Read all the text and instructions**

Text and instructions are used sparingly throughout the online application process and exist to assist you in completing the application successfully - so read them carefully!

#### **Treat your application like a formal document**

Just because the application is online does not mean it can be written like an email to a friend. Ensure that your grammar and spelling are correct, and that you have used the correct punctuation where appropriate. For extended answers you may write them in an application that contains spell checking then cut and paste the answers into your online application when completed.

### **When You Are Finished...**

#### **Email address**

Worth another mention - it is vital that you enter your CORRECT email address! Ensure you double-check your address prior to submitting your online application.

## **More About UWS**

All of the information provided in this section is available with active links to additional detail, on the University's website [www.uws.edu.au](http://www.uws.edu.au).

The University of Western Sydney has six campuses located in Greater Western Sydney (GWS) and a mission that links its activities to the development of the region. GWS is a global centre for trade, innovation and learning with the third largest economy in Australia behind the Sydney CBD and Melbourne. Its population is the fastest growing in Australia and more than 150 of the nation's top 500 companies are located within GWS.

The multicultural community of GWS is one of the most diverse in the world with over 100 nationalities calling GWS home. The diversity of the region is further reflected in the contrasting strengths of the 14 GWS local government areas. The region combines the majestic beauty of the World Heritage Listed Blue Mountains National Park; state-of-the-art Olympic venues; historical sites of Indigenous and Colonial importance; and traditional rural environments with the high-tech business districts, retail and service centres typical of a modern regional economic powerhouse.

### ***Mission, Goals and Strategic Plan***

UWS aspires to be a place that brings positive change to the life opportunities of its students and a source of creativity and new knowledge that is relevant, robust and contributes to individual and community development.

The University's place will be at the leading edge of knowledge, providing a contemporary education that builds successful lives and careers for our students and graduates, and conducting research that speaks to the development of urban and rural regions, the new economy, cultural life and professional development.

### **Our Mission**

To be a university of international standing and outlook, achieving excellence through scholarship, teaching, learning, research and service to its regional, national and international communities, beginning with the people of Greater Western Sydney.

### **Our Values**

UWS has a shared and explicit set of values which underpin all that it does:

- excellence and quality in all endeavours
- scholarly rigour and integrity
- equity of access and inclusiveness
- collegiality and participatory decision-making
- academic responsibility and freedom
- relevance and responsibility to our communities
- ethics and accountability

**The UWS strategic plan**, UWS Making the Difference: Strategy 2007-2009, lays out the future direction for the University's future. Details are available on the University website.

## **Teaching and Learning**

Teaching and learning within UWS will build the University's reputation for excellence and scholarship in teaching based on professionalism of its staff and their commitment to students. UWS will:

1. provide distinctive, professionally oriented and flexible academic programs;
2. enhance the University's reputation for educational excellence and scholarship in teaching resulting from the professionalism of staff and their commitment to students;
3. ensure a diverse student profile, and increase higher education participation rates of people from Greater Western Sydney;
4. provide a high quality, student-centred experience at UWS to improve student success and graduation rates; and
5. ensure that UWS students learn to learn, and graduate with the capacity to participate actively and responsibly in a changing world.

## **Research**

UWS will:

1. achieve outstanding performance in research and scholarship that is distinguished by its interdisciplinary focus and relevance to industry, government and the community;
2. substantially increase UWS's profile in research output, income, and commercialisation of findings;
3. build productive research groups and university-wide research programs in areas that reflect UWS's distinctive strengths and orientation of practical knowledge;
4. develop effective research partnerships with industries, organisations and communities in the Greater Western Sydney region, as well as nationally and internationally; and
5. establish distinctive research higher degree programs marked by their relevance to industry, government and community future.

## **Regional and Community Engagement**

Engagement begins with bringing knowledge to life in communities of Greater Western Sydney, and extends to the University's wider role and reputation in the Sydney region, as well as its activities and identity as an Australian and international university. UWS will:

1. achieve national and international renown for leadership and scholarship in community engagement;
2. excel in the development and application of scholarship and knowledge in regional and community contexts;
3. make strategic use of resources and partnerships to provide leadership in community engagement and regional development; and
4. promote civil society and sustainable communities by building their social and intellectual capital.

## **Governance**

### **Board of Trustees**

The University of Western Sydney is established by the University of Western Sydney Act 1997. The Board of Trustees is the governing authority of the University and its key functions are:

- the development of broad policies and strategic plans with respect to the University
- generally defining the University's educational profile
- the management of the University's resources and the monitoring of the University's performance
- representation of the University as occasion requires.

The Board is led by the Chancellor and is supported by a number of standing committees and advisory councils.

### **Academic Senate**

The Academic Senate exercises delegated responsibility from the Board of Trustees for academic policy formulation and decision-making. It is the primary custodian of academic values, quality and standards for the University. Where appropriate, the Academic Senate provides advice to the Board of Trustees on a range of academic issues. The Senate is supported by a number of sub-committees and College Boards of Study.

**The Recruitment Team at UWS  
hopes that this Applicant Guide  
has assisted you.**

**We welcome your feedback on how  
the Guide can be improved.**

**If we can help further please  
contact [recruitment@uws.edu.au](mailto:recruitment@uws.edu.au)  
or the Recruitment Helpline on  
9678 7536.**