

Thank you for your interest in applying for the position of **Youth Development Coach** within **Transition to Work** (TTW) at Colony 47. Please find attached the following information which will assist you prepare your application.

- Details on remuneration.
- Guidelines for the application process.

Please read the guidelines carefully before completing your application.

1. Remuneration

Award

This position is classified under the LMAI Award 2010 and the Colony 47 Enterprise Agreement 2017 (EA2017).

Classification	Part time 30.4 hours per week
Level	Training and Placement Officer, Level 2C
Salary	\$28.15 per hour and 9.5% Superannuation
Conditions	Salary Packaging Available

Colony 47 Enterprise Agreement 2017

In addition to the relevant award mentioned above, the Colony 47 EA2017 also details conditions of employment, including additional leave during the traditional Christmas break, access to study and training leave and self-care days.

Special Conditions

Confirmation of an offer of employment is subject to a satisfactory Police Check, Working with Vulnerable Persons check, referee reports and verification of formal qualifications (if required for the position).

Colony 47 premises and vehicles are smoke free environments.

Vehicles

Colony 47 fleet vehicles are available for use if required for work purposes or, if an employee is required to use their own vehicle on the employer's business, the employee will be reimbursed for vehicle usage as per the Colony 47 EA2017.

2. COLONY 47 Workplace Benefits

Colony 47 values its employees and has a range of workplace benefits available. We strive to provide a comprehensive suite of employment conditions to assist our staff achieve great outcomes for the community.

Family Friendly Workplace

Colony 47 is committed to providing a family friendly workplace for its entire staff. We have already developed and continue to explore ways of improving our workplace so that our staff can maintain a suitable work-life balance.

Some of the benefits Colony 47 provides (full/part time staff) are:

- Eight weeks paid parental leave
- Access to excess annual leave days during maternity leave
- Flexi-time arrangements where applicable
- Additional paid leave in Christmas to New Year period
- Purchase of additional annual leave
- The Relationships Act 2003 definition of partner
- Two paid self-care days per annum.

Salary Packaging

As a public benevolent institution, Colony 47 offers staff very attractive salary packaging options which provides opportunities to choose a combination of cash and benefits to make up your salary. The Australian Tax Office permits the packaging of some benefits so that they are paid from your salary before tax is incurred e.g. mortgage payments, rent etc.

Through salary packaging you could pay some of your living expenses from pre-tax dollars, paying tax only on the remainder. This means you are lowering your taxable income, effectively increasing your disposable income. We have a large range of salary packaging options available which provide real tax savings for our staff.

Health and Well-being

At Colony 47 we have an Employment Assistance Program that staff may access if they experience incidents that might cause stress or impact their ability to perform their duties. This is a confidential professional counselling / debriefing service.

We have a range of other benefits to ensure our staff stay healthy such as:

- An active Safety, Health and Well-being committee
- Regular social events
- The ability to access sick leave when annual leave is exhausted
- Two paid self-care days per annum that may be taken when personal or work issues are impacting on a staff member's well-being.

Ongoing Professional Development

Colony 47 places great value on developing staff to ensure that we are providing contemporary and appropriate services to our clients. To assist our employees with their professional development Colony 47 provides training and study leave for approved courses. Full-time employees may receive up to 3 hours paid study leave per week during their course, plus additional time for travel and exams.

Colony47 plays an active role in developing its own future and regularly invests in leadership and management training programs.

3. Guidelines for the Application Process

The Selection Process

The selection process at Colony 47 is based on the principle of merit. Applicants are appointed to positions according to an assessment of their relevant knowledge, qualifications, skills, experience and potential.

Employment equity and non-discriminatory principles are upheld at all stages of the selection process. The process is conducted as follows:

- Applicants are shortlisted based on the responses to the selection criteria contained in the Position Description.
- A panel interviews successful shortlisted applicants with questions relating to the selection criteria.
- Post application and interview feedback is available to all applicants who have been interviewed.
- All applicants will be notified in writing of the outcome of their application.

How to Apply

- It is important that you read the Position Description (which includes the Selection Criteria) before applying.
- Provide a concise statement addressing each of the selection criteria and how you meet each in terms of the essential knowledge, skills, experience and qualifications required for the position.
- Applicants will be shortlisted for interview based on an assessment of responses to the selection criteria. Applicants who do not address the selection criteria will not be considered for interview.
- Your application should also include a current resume and contact details of 2 referees, one of whom must be a recent supervisor.
- PLEASE NOTE: to successfully apply for a position within Colony47 you are required to pass a National Police check and Working with Vulnerable Persons check prior to any official appointment (external applicants only).

For additional information about the position please contact Nicole Bates, Coordinator Transition to Work, during business hours on 0428 512 173 or at nicoleb@colony47.com.au

Your application should be emailed to hr@colony47.com.au

Applications close on Sunday, 26 August 2018.