

Casual Program Officer employment information

The role of a Casual Program Officer

Program Officers represent the face of NSW Sport and Recreation at our camps across the state. They are the people who deliver the activities and programs for the schools, weekend clients, families and community groups who come to a Centre for a great outdoor experience.

Casual Program Officers are employed to boost our ranks in times of need. A Casual Program Officer may get the opportunity to work at centres across the state with a diverse range of clients.

The casual position can be a great foot in the door leading to other opportunities.

For more information on our centres go to www.dsr.nsw.gov.au.

The recruitment process

We accept applications for the Casual Program Officer positions throughout the year. There is no closing date for this application. This is our five-step process:

1. Mail or bring in your application
2. A first stage assessment takes place
3. Successful applicants following first stage assessment will be invited for an interview organised with their nearest centre
4. Successful applicants at interview are then placed on our casual pool list
5. Centres across the state use the casual pool list for staff when required

If you are unsuccessful at any stage of the process you will receive a letter and given the opportunity for feedback.

Ad for the positions (see attached)

The ad with selection criteria is attached. You *must* address all the selection criteria to get through the first stage. You need to let us know how you meet the criteria in an application you will send in with the Casual Centre Employment Package.

Centre Employment Pack (see attached)

The paperwork you need to complete when applying for the position is attached.

Common selection criteria

When applying for any government position you must show an understanding of what we call common selection criteria. Please find attached an explanation of these. You need to give some thought to how these would apply to your role and what they mean to you.

Ad – selection criteria

NSW Sport and Recreation

Casual/Temporary Program Officers, Sport and Recreation Centres, various locations (Berry, Borambola, Broken Bay, Lake Ainsworth, Lake Burrendong, Jindabyne, Lake Keepit, Milson Island, Myuna Bay, Point Wolstoncroft, Narrabeen).

Casual daily rate \$197.48 to \$271.58.

Responsible for the co-ordination and delivery of programs (including residential programs) conducted at NSW Sport and Recreation Centres.

Selection Criteria:

- Cert IV in Outdoor Recreation or tertiary qualifications in a relevant field
- Appropriate knowledge, skills and experience in the delivery of outcome focused outdoor recreational programs to diverse client groups
- Well developed ability to deliver client driven outcomes in the area of personal development and relationships
- Sound judgement skills and a commitment to ethical decision making. Well developed interpersonal skills, including negotiation and conflict resolution skills and the ability to work as part of a team in a challenging, creative and fun environment
- Commitment to high level customer service
- Experience with computer applications
- Common Selection Criteria.

Job notes: Successful applicants will be appointed to a casual employment pool for up to 12 Months. 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 this position.

Recommended applicant for positions will be the subject of a criminal record check.

If, on initial assessment, you are considered suitable an interview will be arranged at your nearest Sport and Recreation Centre.

Enquiries: Centre Operations team (02) 9006 3700.

Applications marked 'Confidential' to: The Manager, Centre Operations, NSW Sport and Recreation, Locked Bag 1422, Silverwater NSW 2128 or fax (02) 9006 3805.

Applications need to clearly address all selection criteria, must be accompanied by a supporting Curriculum Vitae, and include a completed employment package for casual centre employees.

Common selection criteria

What are Common Selection Criteria?

People who work for the NSW Government are not just doing a job – they are representing the Government. They are expected to behave fairly and correctly when carrying out their duties and in dealing with the public and fellow employees.

For this reason, job applicants need to have a knowledge and understanding of the common selection criteria:

- Equal Employment Opportunity (EEO)
- Ethical practice
- Ethnic Affairs Priorities Statements (EAPS)
- Occupational Health and Safety (OH&S).

Studying this information will be enough to enable most job applicants to write their application and prepare for the questions they will be asked at interview.

Equal Employment Opportunity

Equal Employment Opportunity (EEO) is about:

- Making sure that workplaces are free from all forms of unlawful discrimination and harassment, and
- Providing programs to assist members of EEO groups.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. These groups are:

- Women
- Aboriginal people and Torres Strait Islanders
- Members of racial, ethnic, and ethno-religious minority groups
- People with a disability

Discrimination is treating someone unfairly or harassing them because they belong to a particular group. Under the *Anti-Discrimination Act 1977*, it is against the law in NSW for any employer, including the Government, to discriminate against an employee or job applicant because of their: age; sex; pregnancy; disability (includes past, present or possible future disability); race, colour, ethnic or ethno-religious background, descent or nationality; marital status; carer's responsibilities; homosexuality; transgender.

Both direct and indirect discrimination are against the law. Direct discrimination means treatment that is obviously unfair or unequal.

Indirect discrimination means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups.

Employees have the right to:

- A workplace that is free from unlawful discrimination and harassment
- Equal access to benefits and conditions
- Fair processes to deal with work-related complaints and grievances.

Employees have the responsibility to:

- Act to prevent harassment and discrimination against others in the workplace
- Respect differences among colleagues and customers such as cultural and social diversity
- Treat people fairly (don't discriminate against or harass them)

Managers and supervisors have the responsibility to:

- Take steps to ensure that all work practices and behaviours are fair and free from all forms of unlawful discrimination and harassment
- Provide employees with equal opportunity to apply for available jobs, training and development, higher duties and flexible working hours
- Ensure selection processes are based on merit, transparent and the methods used are consistent.

Common selection criteria

Ethical practice

People who work for the NSW Government must always work ethically and act in good faith in the public interest. This is their public duty.

The Independent Commission Against Corruption has developed these principles to help Government employees make better decisions and resolve ethical dilemmas that they face at work:

Serving public above private interests

Government employees must make decisions and take actions which best serve the public interest. When making decisions, employees should not consider their private or personal interests.

Integrity

Government employees should ensure that any decision made, or action taken, has these qualities:

- Openness
 - Giving reasons for decisions
 - Revealing all avenues available to the client or business
 - When authorised, offering all information
 - Communicating clearly
- Honesty
 - Obeying the law
 - Following the letter and spirit of policies and procedures
 - Observing codes of conduct
 - Fully disclosing any possible conflicts between the public interest and your personal interest
- Accountability
 - Recording reasons for decisions
 - Submitting to scrutiny
 - Keeping proper accessible records
 - Establishing audit trails
- Objectivity
 - Fairness to all
 - Impartial assessment
 - Merit selection in recruitment and in purchase and sale of government resources
 - Considering only relevant matters

- Courage
 - Giving advice fearlessly and frankly where required
 - Doing the right thing even in the face of adversity
 - Reporting and dealing with suspected wrongdoing
 - Acting in the public interest above loyalty to colleagues or supervisors.
- Leadership
 - Demonstrating, by your own ethical behaviour, the value of these principles in serving the public interest. Promoting public duty to colleagues and others in an agency and outside.

Ethnic Affairs Priorities Statements (EAPS)

The NSW Government recognises and values the different linguistic, religious, racial and ethnic backgrounds of all the people of NSW.

The *Community Relations Commission and Principles of Multiculturalism Act 2000* sets out four principles of multiculturalism. These are:

- All individuals in NSW should have the greatest possible opportunity to contribute to, and participate in, all aspects of public life in which they may legally participate
- All individuals and institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language
- All individuals should have the greatest possible opportunity to make use of and participate in relevant activities and programs provided or administered by the Government of NSW
- All institutions of NSW should recognise the linguistic and cultural assets in the population of NSW as a valuable resource and promote this resource to maximise the development of the State.

Common selection criteria

All NSW Government agencies must include an EAPS in their annual report to Parliament. These contain the agency's strategies and plans for future action to meet the principles of multiculturalism.

Strategies include:

- Offering programs and services which reflect the needs of the entire community
- Developing and implementing policies which are sensitive to the needs of all staff and clients
- Providing information in ways that will reach all staff and clients
- Providing language services for all clients
- Ensuring that boards and committees reflect the multiculturalism of the community
- Training staff on multiculturalism issues and how these apply in their jobs
- Using flexible, inclusive consultation processes.

A number of NSW agencies have been identified as key agencies on the basis of:

- A high degree of client contact, especially in the areas of welfare, justice, education and employment, and/or
- Responsibility for developing and implementing Government policy in these areas.

These key agencies are also required to work closely with the Community Relations Commission in the preparation of their EAPS and to lodge their EAPS with the Commission.

Occupational health and safety (OH&S)

The NSW Occupational Health and Safety Act 2000 aims to protect the health, safety and welfare of people at work by laying down general requirements which must be met at every place of work in NSW.

The Act covers employees as well as employers and self-employed people.

Employees must:

- Take reasonable care of the health and safety of others
- Co-operate with employers in their efforts to comply with occupational health and safety requirements.

Employers must:

- Act to ensure the health, safety and welfare at work of their employees.

All persons must not:

- Interfere with or misuse things provided for the health, safety or welfare of persons at work
- Obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work
- Refuse a reasonable request to assist in giving aid or preventing a risk to health and safety
- Disrupt a workplace by creating health and safety fears.