

## Recruitment Process Summary

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This information is intended to assist you to complete your application for the position of Business Operations Manager and to understand the WRISC recruitment process.

If you have additional questions about the recruitment process or the position, please contact the designated recruitment contact person, CEO Libby Jewson 53 333 666.

You should address your application to the designated recruitment contact person at WRISC Family Violence Support, PO Box 92, Ballarat, Vic. 3353, or submit via email: [libbyj@wrisc.org.au](mailto:libbyj@wrisc.org.au)

1. Your application must include an application for employment cover sheet, a covering letter outlining how you meet the position requirements and **addressing the selection criteria**, your resumé and details of three referees including at least two professional referees.
2. The closing date for applications is midnight Sunday 23<sup>rd</sup> June, 2024. Late applications will only be considered in extenuating circumstances.
3. WRISC will contact you by email to acknowledge receipt of your application.
4. After the closing date a selection panel will consider applications against the position requirements and selection criteria. Those candidates who best match the requirements and selection criteria will be shortlisted for an interview.
5. Applicants not shortlisted will be advised.
6. Interviews of shortlisted applicants will take place on Wednesday 26<sup>th</sup> June. Short listed applicants will be contacted by telephone to arrange an interview time.
7. The selection panel will consist of 3-4 people who will ask applicants a predetermined set of interview questions as well as follow up questions based on applicant's responses to the initial questions.
8. The questions are designed to allow the selection panel to explore your application with you in greater depth and for you to ask any questions you may have about the organisation, the role and employment terms and conditions.
9. After all interviews have been completed all interviewees will be contacted by telephone to advise of the outcome. If interviewees request it, WRISC will provide verbal feedback on their application and interview.

All documentation relating to recruitment is treated in compliance with privacy legislation and only retained for the legislated duration.