

Information for job applicants

The following information is intended to assist you in applying for a position with VACRO.

About VACRO

VACRO is a non-government, non-denominational organisation. It was founded in 1872 (as the Discharged Prisoners' Aid Society of Victoria) in the wake of the 1871 Royal Commission into the Penal Establishments and Gaols, which urged the establishment of a body to give assistance to discharged prisoners.

Vision

New Beginnings, Stronger Communities.

Mission

To support new beginnings for clients of the correctional system and their families, and build safer and stronger communities.

Values

We show **integrity** in our relationship with each other, our clients and the broader community.

We display **respect** by supporting our clients to achieve positive outcomes and lead meaningful lives.

We work towards **inclusion** for all stakeholders in the development of our programs.

We are **adaptable** to the conditions and opportunities that arise in our daily work.

What we offer

- A friendly and positive organisational culture.
- Meaningful and challenging work that makes a positive impact.
- Generous salary packaging.
- VACRO supports professional development of staff and contributes to funding participation.
- Flexible working arrangements may be provided within the constraints of meeting service delivery requirements.
- In the interests of promoting the health, safety and wellbeing of staff, clients and the community, smoking is not permitted in any VACRO office, workplace or motor vehicle.

While a large number of VACRO staff work in prison-based positions across Victoria or in regional areas, VACRO's head office is located in Melbourne's CBD. All staff are required to attend the CBD at least quarterly for staff meetings and training.

VACRO's head office is a 'dog friendly' workplace where staff can bring their dog to work.

Due to the nature of our client base, children under the age of 18 are not permitted on the premises.

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Applying for a job at VACRO

Preparing your application

An application that provides us with details of your relevant qualifications, experience, skills and abilities, improves your opportunity of being shortlisted for an interview.

Cover letter

The cover letter must state the position you are applying for, why you are interested in the role, why you are suitable for the role, and what you will bring to VACRO.

Resume

Your resume must be current, concise and provide the following information:

- your contact details including your full name, phone number and email address;
- professional qualifications including education and training;
- employment history including position title, accurate duration and key responsibilities.

Key Selection Criteria

Advertised positions include Key Selection Criteria. The KSC outline essential and/ or desirable experience, education and skills. You are required to respond to the Key Selection Criteria in your cover letter, or in an accompanying document, by providing a one to two paragraph response for each criteria.

References

After an interview, we may ask you for the name, position title, and contact details of two recent employment references. It is preferable that one is your most recent workplace supervisor/ manager. We recommend that you contact your references before providing their details, in order to best prepare them for the reference check.

Pre-employment requirements

Should you be successful in your application, you will be required to provide copies of any formal qualifications, certificates and other relevant documentation in support of your application. If you reside in Australia on a visa, evidence of this will be required.

Successfully meeting the following checks and clearances is essential to most positions at VACRO:

- current Drivers Licence
- police check
- Working with Children Check.
- Disclosure of any pre-existing illness or injury that you know about that could be affected by work duties.

How to submit your application

Applications should be forwarded to recruitment@vacro.org.au.

If the closing date has passed, please phone VACRO Human Resources to discuss the possibility of submitting a late application on (03) 9605 1900.

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VACRO External Selection Process

Our standard selection process comprises four main stages. It may vary the selection process where your employment is located at Prisons or Correctional Centres, or if your employment is casual, short term or arranged through an agency.

Stage 1: Selection of applicants for interview

In addition to your resume, consideration is given to how you address the Key Selection Criteria identified in the job advertisement. Describing your relevant past experiences in relation to the criteria is valued.

Stage 2: First Interview

Prior to attending an interview at VACRO we recommend that you:

- prepare responses to the selection criteria that include examples of your own experience
- research VACRO and the program area you are applying to
- be prepared to discuss previous experiences noted on your resume
- consider your own questions about the position, environment and organisation
- allow approximately one hour for the interview, and prepare to meet with a panel of interviewers.

A behavioural interviewing approach is used when questioning in interviews. This requires you to provide actual examples of your past experiences which include:

- identifying the situation
- describing the action you took
- explaining the outcome
- identifying any learnings.

Stage 3: Psychometric Assessment

Psychometric assessment is a way to quickly gain an understanding of your strengths, capacity to solve problems, and aptitude in verbal and numerical reasoning and then gauge how your preferences and personality match with the job requirements.

The psychometric assessment takes about one hour to complete online.

Stage 4: Second Interview

Questions asked in the second interview are informed by the outcomes of your Psychometric Assessment.

Questions?

If you have questions about working at VACRO, please contact Human Resources by sending an email to recruitment@vacro.org.au or phoning 03 9605 1900.

A note on privacy and confidentiality

VACRO treats your personal information in accordance with The Privacy Act 1988. Any information you provide to us is protected from unauthorised use or disclosure, unless required by law or permitted by you.