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|  | APPLICANT RESPONSE FORM |
| Document Reference No: 025-321-FORM | |

**Job Application Form**

*Please complete this form as part of your application.*

In addition to this form you will also need to include a covering letter, a resume outlining education, employment history, copies of certificates / qualifications / licenses (as identified in the position description), details of 2 professional referees and any additional information relevant to the position.

You are encouraged to read the position description prior to completing this form. Reponses should include relevant and concise detail of how your current skills, attributes, knowledge and qualifications enable you to successfully fulfil the requirements of the position.

*A maximum of 4 pages is preferred.*

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| **Position details** | |
| **Vacancy reference number** | 21/010 |
| **Position title** | Coordinator Aboriginal Partnership and Engagement |
| **Position location** | Irymple Victoria |
| **Applicant details** |  |
| **Name:** |  |
| **Email address:**  *Please note – all correspondence in relation to this application will be sent to your email address* |  |
| **Phone number:** |  |

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| **Template to use in requesting address of KEY SELECTION CRITERIA (KSC)** |
| Please provide a specific response to the following selection criteria:  KSC1: Demonstrated previous experience 5 years + in a similar position with an understanding of NRM, cultural heritage and engagement with Aboriginal Commmunties.  KSC 2 Demonstrated experience in program and/or project management, delivering community and/or environmental benefits and outcomes.  KSC3: Highly developed written and verbal communications skills demonstrating a high attention to detail and an ability to effectively engage with the Indigenous community through various platforms.  KSC4: Implementation of effective strategies used to plan and facilitate engagement activities, demonstrating an ability to establish and maintain rapport with key stakeholders and local communities.  KSC5: Demonstrated ability to prioritise, delegate, manage time and multiple demands in order to meet  tight deadlines. |

**File action:** *Human resources application file*