



Bega
Garnbirringu
HEALTH SERVICE



Joining The Bega Mob

Bega
Garnbirringu
HEALTH SERVICE



ABOUT OUR LEARNING CULTURE

Bega has invested in its employees by providing Bega's Leadership Development programs which have been designed as part of our future workforce development strategy and represents a significant commitment and investment on the part of the organisation. The BEGA Excellence in Leadership Program (ELP) 2021 is aimed at our high potential leaders to assist them reach their full potential.

Nindila Training Centre provides further education to our community in health career pathways, training participants may be considered for employment within BGHS after completion.



MY BEGA JOURNEY - DENA

Dena has been with Bega for more than 50 years having started as a cleaner and is now the Manager of our Social Support Unit.

I thought to get a job like this you would need to go to university I doubted myself but I got training to do my job and support to build my confidence. I love to help people and we are here for our people

To any of our mob looking to work at Bega I would say we will teach you how to use a computer and train you in your job. For me I didn't have the education but it was in me it was in my heart

a r

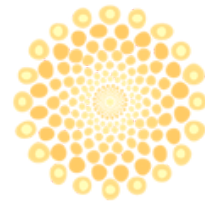


ABOUT BEING AN EMPLOYER OF CHOICE

We are an organisation that works to achieve a better life for our people and staff. We want Bega to be more than just a job for you, we want to develop skills that will help you build a career that gives back to our community. We see our employees as mentors for our people through the way we care for and support each other.

Bega can offer a highly competitive salary, a supportive work environment and the opportunity to build a lifelong career. We do this through our;

- Leadership Development program
- Extensive Professional Development opportunities
- Internal promotion and career development opportunities
- Regular staff appreciation functions



We strongly encourage Aboriginal people to apply, by joining Bega we can help you realise your potential and help you make a difference to the health and wellbeing of our community.

EQUAL EMPLOYMENT OPPORTUNITY

Bega is an equal opportunity employer, providing educational and employment opportunities to all people without regard to race, religion, gender, age, or disability.

As per section 51 of the Equal Opportunity Act 1984 (WA), Bega seeks to increase the diversity of our workforce to better meet the different needs of our clients and stakeholders and to improve equal opportunity outcomes for our employees.

Bega considers that being Aboriginal is a genuine occupational requirement for a number of positions, under Section 50D of the Equal Opportunity Act 1984.



ABOUT OUR EMPLOYEE BENEFITS

We reward our employees with a range of benefits to build career opportunities and integrate their work and personal lives.

Our lifestyle friendly benefits include -

- 37.5-hour work week, Monday to Friday
- Flexible work environment
- Paid two week Christmas/New Year business closure, subject to a 95% or above attendance of contracted hours.
- Long Service Leave after 7 years
- Up to \$600 p/a subsidised Health & Wellbeing program
- Leadership Development program;
- Extensive Professional Development, Internal promotion and career development opportunities;
- Regular staff appreciation functions.

Our financial benefits include -

- Above Award remuneration rates
- 17.5% Annual Leave Loading
- Accrued Personal Leave paid out on termination
- Tax free Salary Packaging up to \$15,900 per FBT year



Wondering how Salary Packaging can benefit you? We break it down over the page!



ABOUT OUR EMPLOYEE BENEFITS

What is Salary Packaging?

Salary Packaging is a tax effective way to increase your take home pay while paying for certain living expenses out of your pay, before tax is deducted.

Normally, we go to work, our employer deducts tax, deposits what's left into our bank account and then we pay our living expenses. With Salary Packaging you get paid the same amount, but Bega will deduct an amount for living expenses BEFORE tax. This could lower your taxable income and the amount of tax you pay.

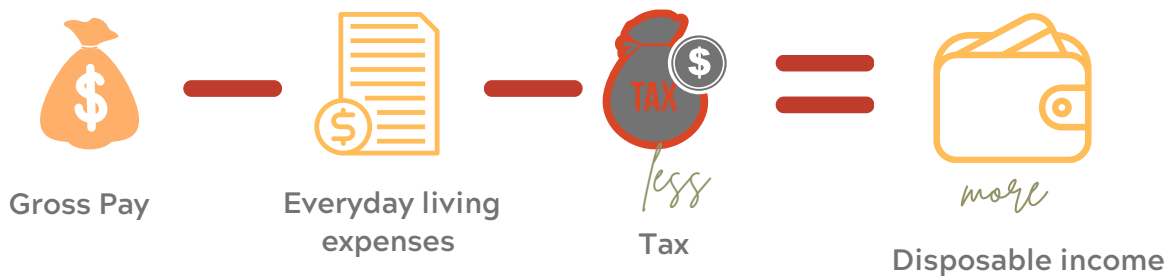
The ATO allows people living in remote areas (which Kalgoorlie is) to salary package living expenses such as rent, mortgage interest and some utilities where the ATO considers the employee eligible.

You can also salary package additional items such as a car, self education, additional superannuation and much more.

Without salary packaging



With salary packaging



ABOUT YOUR APPLICATION

Bega is committed to maintaining equity and fairness in the recruitment and selection processes and recognises merit as the primary basis for selection.

Merit is determined through an assessment of a person's abilities, qualifications, experience, standard of work performance, and qualities relevant to the performance of the duties of the advertised position.

All decisions are made in accordance with legislative requirements, such as Equal Employment Opportunity and in accordance with Bega's Recruitment Policy.

In assessing the most suitable applicants, the selection panel will use a variety of assessment tools such as:

- Assessment based on an individual's resume
- Assessment based on your responses to the selection criteria (where required)
- Formal interviews either face to face or via telephone/video
- Informal interview
- Reference checks, police clearances, drug and alcohol tests

When applying for a position with Bega you should supply the following;

Cover Letter

The purpose of the cover letter is to introduce yourself to Bega, demonstrate your interest in the organisation and the advertised position, draw attention to your resume and motivate the selection panel to interview you.

Often this letter is the first contact you have with us. A neat, concise, well-written letter can entice the organisation to read your resume with greater interest and will improve your chances of getting an interview.

Tips!

- Address the person you are submitting your application to
- Keep it simple and precise
- Refer to your resume and selection criteria Use key words
- Get someone to proof read your cover letter



ABOUT YOUR APPLICATION

Selection Criteria (where required)

Every job advertisement lists certain essential and desirable (if applicable) criteria, which will be used to assess your application and to identify the right person for the position.

The selection criteria detail the skills, experience and qualifications that are required to perform in the advertised position. Essential criteria are those qualities that you must possess, whereas desirable criteria are those qualities that would assist you in the position. Where requested, it is essential that in your application you address each selection criteria outlining your personal qualities, skills, abilities, knowledge and qualifications (if any) and experience to each criteria listed in the advertisement.

The most important aspect in addressing the selection criteria is to provide evidence through relevant examples. Support your claims with actual, specific examples of what you have done and how well you did it.

One way to do this is to use the STAR model:

Situation - Outline a specific circumstance where you developed the particular experience or used the required skills or abilities.

Set the context of the situation.

Task - What was your role? What did you have to do?

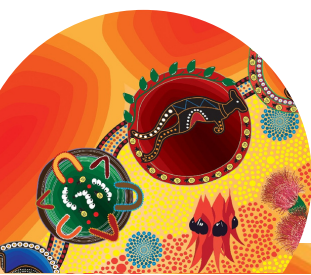
Actions - What did you perform and how did you do it?

Results - What did you achieve? What were the results.

It is recommended that you address each criteria separately, clearly indicating the criteria you are addressing. Your response to the selection criteria should be clear and concise, providing a 1-2 paragraph response to each selection criteria item.

Resume

A resume should provide a summary of your personal particulars, employment experience and relevant qualifications.



ABOUT YOUR APPLICATION

Your resume should include your current contact details and any previous positions and experience. Position information should include the position title, name of employer, dates employed in the position, key responsibilities and tasks.

It is important to include any school, university or TAFE qualifications completed or currently being undertaken relevant to the position. You should also provide details of any additional skills, qualifications, interests, activities, or any other matters, which may assist your application. These may include languages; short courses; social/ sporting interests; computer/technical skills; professional memberships; driver's licence; community activities.

Interview

The most suitable and competitive applicants are called for an interview where the panel conducts a more detailed assessment. If you are short listed for an interview, you will be asked questions related to the duties of the position and the advertised selection criteria. This is our opportunity to get to know you a little better and ask questions about particular areas of your application.

We encourage you to ask questions about the position or the organisation and provide the panel with more information to help your application

Tips!

- Clearly outline your qualifications and skills
- Provide details of your previous employment & education experience (most recent going back)
- Provide details of your personal particulars including contact details
- Keep the layout simple
- Get someone to proof read your resume



ABOUT YOUR APPLICATION

Referees

Your application should include the names and telephone numbers (during business hours) of at least 2 referees who can comment on your previous employment. Referees will be asked to provide information on your past employment and work performance as it relates to this position.

Cultural Awareness

We will be interested in learning about your experience working with, and engaging with Aboriginal people. Your awareness and appreciation of Aboriginal cultural customs is an integral component of Bega's commitment to improving the quality of service delivered by health care providers to Aboriginal people.

Criminal Record Screening & Working with Children Check

Prior to commencing employment, all candidates must provide evidence of a full National Police Clearance, not older than 3 months from date of issue and a Working with Children Check.

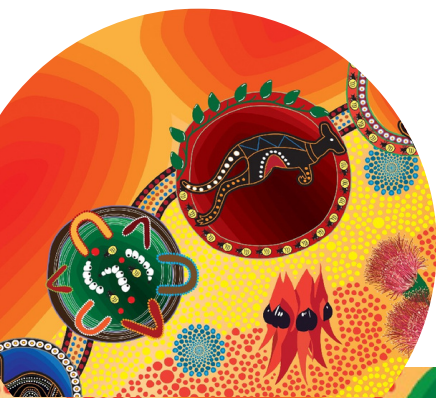
(if applicable). Any notifications of offences will be subject to review by the Chief Executive Officer and will be used as part of the recruitment process. It should be noted that only offences relevant to the applicant's ability to carry out the duties of the role, and/or serious offences will preclude a person from employment with Bega.

Questions about the recruitment process

If you have any questions about the status of your application or the recruitment process, please feel free to contact the Human Resources Department on 08) 9022 5500 or email recruitment@bega.org.au

Tips!

- Write down some questions to ask about the organisation or the position
- If you have a career portfolio, bring it along and refer to it where possible
- Preparation, preparation, preparation!





Join Us Today

Bega Garnbirringu

HEALTH SERVICE

