

Latrobe Regional Hospital

Job Application Guide



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About Latrobe Regional Hospital

Latrobe Regional Hospital (LRH) is Gippsland's specialist referral and trauma centre located 150km east of Melbourne and is one of the region's largest employers with more than 1900 staff.

We are a purpose-built teaching hospital caring for a population of more than 260,000 people.

We offer medical services such as elective surgery, emergency care, aged care, obstetrics, mental health, pharmacy, rehabilitation and medical and radiation oncology.

LRH has four operating theatres and specialises in general surgery, orthopaedic, ophthalmology, gynaecology and obstetrics as well as ear, nose and throat surgery and urology.

We are the main provider of mental health services across Gippsland and have community mental health teams in the Latrobe Valley, Sale, Bairnsdale, Yarram, Orbost, Korumburra, Warragul and Wonthaggi as well as an inpatient unit at the hospital.

As a teaching hospital we are closely affiliated with Monash University's School of Rural Health and Federation University and provide placements and clinical experience for students.

We are currently going through a period of expansion and when completed in 2017, the expansion at the rear of the existing hospital will feature an emergency department which is triple the size of the existing facility and a cardiac catheterisation laboratory to support patients with heart health concerns.

Other major features of the project include two suites for endoscopy procedures, two new wards and a new main entrance to the hospital.

LRH supports Equal Employment Opportunity by recognising and valuing inclusion and diversity. The hospital encourages all people from different cultures and backgrounds to apply for our advertised positions.

Applying for a Role with Latrobe Regional Hospital

Before you Commence your Application

Download and read through this guide to find all of the information you need to make the best possible job application.

Each vacancy provides a summary of the role, an attached position description, the employment type and any other important information you need for you to decide if you want to apply for the position and if you are likely to meet the essential criteria of the position.

Each position will also provide the contact details of the hiring manager from whom you can obtain further information about the role. If you have any questions about the role please contact the hiring manager.

Preparing and Submitting your Application

You will be required to apply for LRH vacancies through our online application system by visiting our careers page found at www.lrh.com.au.



To apply for a vacancy:

1. Click the position you would like to apply for
2. Click on the 'apply now' link at the bottom of the advertisement
3. Review the position information and click 'next'
4. Provide your full name and your contact details and click 'next'
5. Provide your address and click 'next'
6. Enter your employment details, upload any appropriate registrations and click 'next'
7. Upload your resume, cover letter and any other applicable documents and click 'next'
8. Add your referee detail and click 'next'.
Note: We will not contact your referees without your permission
9. Answer all Selection Criteria questions and click 'next'
10. Answer all Equal Opportunity Employment questions and click 'next'
11. Answer all declaration questions and click 'submit application'

Apply for Position

Please ensure you include details / examples for each selection criteria

Selection Criteria

Selection Criteria 1 Recognised Clinical Coding qualifications (HIMAA, OTEN or equivalent)	No
Selection Criteria 2 Sound knowledge of medical terminology	No
Selection Criteria 3 Comprehensive knowledge of clinical coding systems and Australian Coding Standards	No
Selection Criteria 4 Content in use of MS Office suite of products and client / Patient computer systems, including data entry and use	Yes

Equal Employment Opportunities

LRH supports Equal Employment Opportunity by recognising and valuing inclusion and diversity. The hospital encourages all people from different cultures and backgrounds to apply for our advertised positions.

Aboriginal and Torres Strait Islander descent applicants are encouraged to apply. Successful appointment will be based on merit and satisfactorily passing a Police Check and Working with Children's Check. LRH's Koori Health Liaison Officer is available to assist on (03) 5173 8831.

By providing LRH with this information it allows us to extend additional support to you throughout your employment if you need it.

Selection Criteria

All of the advertised LRH positions will have a series of questions which make up the selection criteria. The purpose of selection criteria is for an applicant to tell us if they can meet the criteria of the position. All selection criteria questions are mandatory to complete.



Cover Letter

Your cover letter is the first item of your application the hiring manager will review. The cover letter allows you the opportunity to quickly introduce yourself and give a written response as to why you are interested in this position.

You should use your cover letter to match your skills, education and experience with the requirements of the position.

Your cover letter should be no more than one page and should be customised specifically to each role you apply for.

Information you **should** provide in your cover letter

- ✓ Name
- ✓ Contact Details
- ✓ The role you are applying for
- ✓ Summary of how your experience applies to the position
- ✓ Summary of why you are right for the job

Information you **should not** provide in your cover letter

- ✗ Your entire employment/education history
- ✗ Your unrelated employment/education history
- ✗ Any of the information listed below which you should not include in your resume

Information you **should** provide in your resume

- ✓ Name
- ✓ Contact Details
- ✓ Employment History
- ✓ Education History
- ✓ Information relevant to the role you are applying for
- ✓ Referees

Information you **do not** need to provide in your resume

- ✗ Date of Birth
- ✗ Marital Status
- ✗ Gender
- ✗ Health Status
- ✗ Religion
- ✗ Political affiliation

Resume

Your resume should provide us with a summary of your employment and should provide enough information that would satisfy the hiring Manager that you have the experience and qualifications that will allow you to meet the criteria of the position.

Your resume should be in English and be clearly formatted to allow the hiring manager to easily read your application and assess your skills and experience. We recommend you consolidate your resume to ensure your application suits the position you are applying for.

Make sure your resume and application are without spelling or grammatical errors and is in an easy to read font and style.

Section your resume and provide all information ordered by date, beginning with your most recent activities.

Addressing a Separate Selection Criteria

Not all positions will require you to address the selection criteria in a separate document and the selection criteria outlined on page five may be sufficient.

If you are required to provide a response to the selection criteria you should thoroughly read the key selection criteria outlined in the position description and provide one to two paragraphs addressing each selection criteria referencing the positions you have held and duties you have performed that have given you the skills and experience to meet the requirement of the selection criteria.

The STAR method may assist you to respond to the selection criteria and is outlined in page nine of this guide.

Referees

You should provide at least two referees with your application. LRH requires you to provide at least one direct line manager from a previous employer.

The Selection Process

Preparing for Interviews

To prepare for an interview with LRH you should:

- Ensure you have reviewed the advertisement and position description for the role and have a good understanding of what the role will entail
- Think about your strengths, skills and experience you could bring to the role and the opportunities it presents to you
- Know your resume and your application. The interviewers will be assessing your responses against your written application to ensure your skills and abilities match your resume
- Visit the LRH website and be familiar with the organisation
- Prepare a list of any questions you may have about the role
- Ensure you have suitable interview attire
- Ensure you have mapped your route to the appropriate site to arrive at least 5 minutes early for your interview

- Previous industrial relations experience.

5 Key Selection Criteria

5.1 Key Competencies

- Ability to produce and analyse data and prepare reports
- Project management experience
- Ability to interpret and implement policy
- Ability and experience in statutory interpretation
- Demonstrated knowledge and skills and experience in recruitment.
- Skills in team building and training/development of staff.
- Knowledge of relevant legislation, including *Occupational Health & Safety Act 2004*, *Equal Opportunity Act 2010 (VIC)* and the *Fair Work Act 2009* and NES

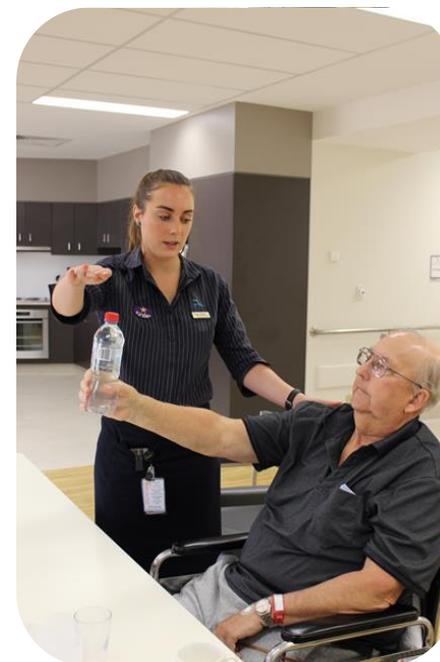
5.2 Personal Attributes

- Well developed skills in liaison, negotiation and communication with a wide range of staff and external bodies.

Attending an Interview

The selection panel comprised of the hiring manager and one to two other LRH employees will provide you with further insight into the role as well as ask questions designed to allow you to give further information about your skills and abilities outlined in your resume. You will also have the opportunity to ask any questions you may have. When you attend the interview:

- Listen carefully to the questions asked and make sure you answer the question in full. If you need to ask your interviewer to repeat the question or further clarify the question please ask the interviewer
- If you have been asked a two part question make sure you answer both parts
- Most interviews will ask behavioural questions which will enable you to describe your experience, knowledge and capabilities in areas relevant to the job. Make sure you have relevant examples ready. Use the STAR method outlined on page nine when answering these questions.
- Avoid using yes and no answers and elaborate as much as possible when responding to a question
- Do not assume the selection panel know your skills and abilities just because they have read your application or have worked with you previously. They will be expecting you to provide them with this information again, verbally and in more depth.



The STAR Method

To ensure you provide a thorough response please use the STAR method when answering key selection criteria and behavioural interview questions. If you follow all four steps your response will be straight forward and will provide the evidence to support your application.

Situation

- What was the situation?

Task

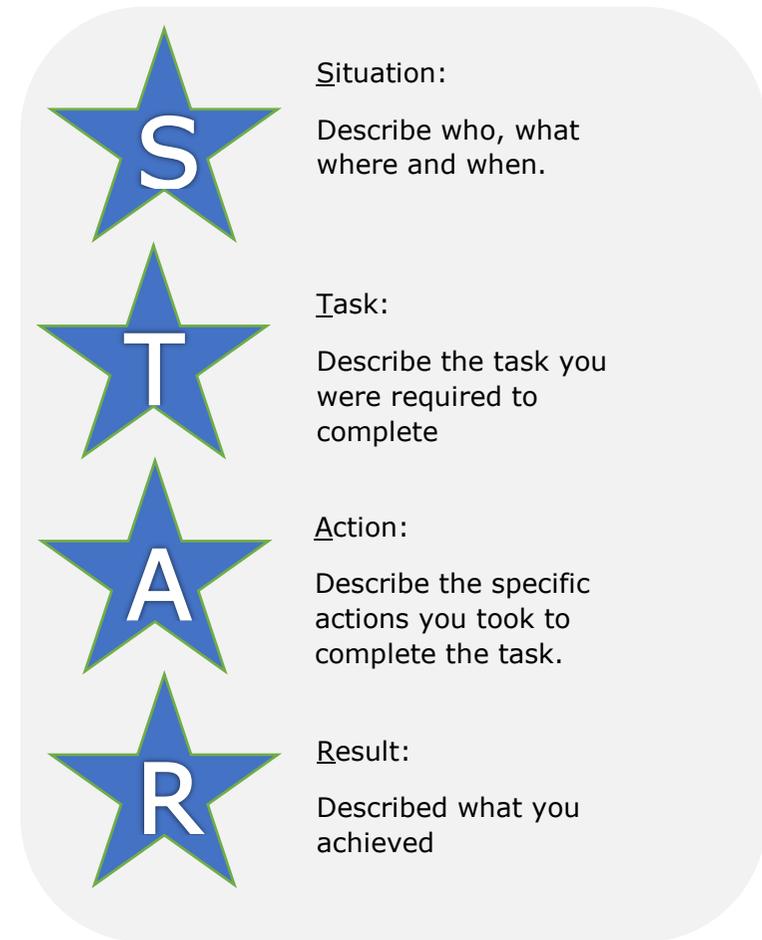
- What did you have to achieve?

Action

- What did you do?
- What were the steps you took to resolve the situation/problem or complete the task?

Result

- What was the outcome of your actions?
- What did you learn from the experience?
- What feedback did you receive?
- What would you do differently next time?



Notification of Appointment

Once all of the interviews and reference checks have been conducted and the hiring manager has made the decision that you are the successful candidate you will receive a letter of offer outlining the terms and conditions of their employment.

Employment Related Checks

Criminal History Check

Prior to Commencement

LRH has a responsibility to employ citizens of good standing. A Police Record Check will be required for all external appointments in accordance with the relevant LRH policy. Applicants with a police record shall not automatically be precluded from being the successful candidate and will be reviewed on an individual basis. The cost of a Police Record Check is borne by the applicant/employee.

Additional Aged Care Requirements

It is a legislative requirement under the Commonwealth Aged Care Act 1997 that all personnel providing services in an aged care facility shall undertake a Police Record Check every three (3) years. The cost of a Police Record Check is borne by the applicant/employee.

Any applicant who is to undertake a position within Aged Care or who holds a position that requires them to enter the LRH Aged Care Unit can be precluded from employment under the Aged Care Act 1997 if they:

- refuse a police record check
- have a conviction for murder or sexual assault
- have been convicted of, and sentenced to imprisonment for, any other form of assault

Working with Children Check

The Working with Children Act 2005 (VIC) requires that people who work or volunteer in 'child-related work' shall apply for and pass a Working with Children Check (WWCC). The WWCC is administered by the Department of Justice and checks a person's history to make sure they do not have any relevant criminal offenses or findings from professional disciplinary bodies which may mean they are not suitable to work with children. The cost of a Working with Children Check is borne by the applicant/employee.

If you are successful for a position with LRH you will be expected to provide a Working with Children Check prior to your commencement date.

Medical Assessments

The Employer is responsible for providing a workplace that is safe and without risk to health for Employees, so far as is reasonably practicable. Each Employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. In the event LRH forms a reasonable belief as defined at that you may be unfit to perform the duties of the position you have been successful for you may be required to provide further information from your treating practitioner. The cost of obtaining this information is borne by the applicant/employee.

Independent Medical Assessments

In some circumstances you may be requested to attend an independent medical assessment by LRH. The cost of an independent medical assessment is borne by the employer.

Additional Information

Eligibility

To be eligible for an appointment with LRH, a successful applicant must hold:

- permanent residency of Australia
- Australian citizenship
- New Zealand citizenship
- Work Visa

Overseas Qualifications and Visas

Sponsorship is considered on a case by case basis and is in line with the requirement outlined by the Department of Border Protection and Immigration. If you require visa sponsorship for a position at LRH, you must ensure you discuss this with the hiring manager.

Further Questions

After reading this guide if you still have questions please contact the hiring manager of the position you wish to apply for. The hiring managers contact details are included in the advertisement.

