



Australian High Commission  
Port Moresby

# Candidate Information Pack

## **Gardener Rabaul (Bita Paka) War Cemetery**

**Closing Date: 10 August 2018**

Please send your enquiries  
to: [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au)  
or contact: 700 90161 or 700 90233

This information pack should assist potential candidates to understand the work of the Australian High Commission (AHC), what is involved in the role, how to apply, the recruitment process and also help you make an informed decision to apply.

# Position Description

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<b>Position Title</b>	Gardener, Office of the Australian War Grave
<b>Classification</b>	Locally Engaged LE1
<b>Division/Post/Section</b>	Rabaul (Bita Paka) War Cemetery, East New Britain
<b>Reports to</b>	Grounds Supervisor

## About the Office of the Australian War Graves, Rabaul (Bita Paka)

Within Papua New Guinea the coordination of the care and maintenance of the three Commonwealth War Graves Commission war cemeteries; Port Moresby (Bomana) War Cemetery, Lae War Cemetery, Rabaul (Bita Paka) War Cemetery and the official Australian memorials located around PNG. The war cemetery contains 1,147 burials, including 500 graves marked as unidentified. The Rabaul Memorial to the Missing commemorates 1,216 officers and men who lost their lives in Papua New Guinea and have no known grave.

## About the role

Under close direction, the Gardener will maintain a neat, safe and healthy garden environment at the Rabaul War Cemetery. The role has a high visibility for visitors and families of those officially commemorated in the war cemetery.

## The key responsibilities for this position are:

- Perform garden and grounds maintenance on an ongoing basis to ensure clean, safe and healthy garden environment according to an agreed task schedule
- Maintain machines, tools and gardening equipment in good and working condition
- Report faulty equipment and machines for repair as necessary
- Ensure a safe and healthy working environment, including the correct use of safety equipment and the completion of a safety briefing before any major machine tasks are performed

## Capabilities

### 1. Supports and contributes to strategic direction

- following direction provided by supervisor
- knowing where to find information or when to seek guidance
- participating in discussions
- identifying issues and referring them to the supervisor

### 2. Achieves results

- responding positively to change
- seeing tasks through to completion
- monitoring progress and alerting supervisor if work is behind schedule

### 3. Values teamwork and builds partnerships

- treating people with respect and valuing others broader experiences and capabilities
- working cooperatively with others to achieve a common goal
- understanding and acting on constructive feedback

### 4. Exemplifies personal drive and integrity

- remaining calm and in control under pressure
- acknowledging mistakes and learning from them.

**5. Communicates and works with influence**

- listening to and considering different ideas

**Qualifications/Experience**

- Qualifications, demonstrated knowledge or experience in horticulture or grounds maintenance.
- Knowledge of English an advantage

# One-page pitch statement of claims

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The AHC uses the one-page pitch (**1,000 words**) approach to job applications. The one-page pitch streamlines the recruitment process for the AHC, the Selection Advisory Committee (SAC) and the applicants.

## The one-page pitch is your opportunity to tell the SAC:

- Why you want to work at the AHC
- Why the AHC should select you for employment
- Why you are interested in the role
- How your skills, knowledge, experience and qualifications are applicable to the role

Below is some useful information about the one-page pitch statement of claims that should assist you.

## When writing your pitch:

- Identify your skills to perform the main elements of the role
- Identify your particular strengths and outcomes you have achieved in the workplace
- Identify your suitability against the selection criteria
- Identify relevant and specific examples
- Don't assume the SAC knows you or your work
- Make it appealing and interesting e.g. demonstrate how you 'saved the day'
- Stick to the point – quality not quantity
- Do not exceed the **–1,000 word limit**, applications that go over this limit **will not be considered**
- Don't repeat what's already in your CV
- Checking spelling and grammar
- Font style should be **Times New Roman**, font size **12**

## Identifying examples / evidence to use:

- When selecting your examples, try not to duplicate information that can already be found in your CV, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role
- Make sure your skills, knowledge and experience match what's required and back these up with relevant and recent examples
- Emphasise how well you have performed and back it up with evidence
- Present information about yourself in terms of broader benefits to the AHC and the Development Aid program that you have an interest in and/or skills and experience
- Draw on real examples from your previous or current work experience, volunteer work and/or study which demonstrate your abilities against the selection criteria and are in relation to the role

You should consider using examples that are:

- Specific: show what you have done in the past, the what and the how
- Relevant: demonstrate the requirements of the position / level
- Sufficient: provide enough information

- Valid: are correct and up to date

## How to Apply

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Applications must be submitted to The Human Resources Section, [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au) by 4.30pm, **10 August 2018**.

**Late applications will not be accepted.** Your application must include:

1. A **Curriculum Vitae** (*3 Page maximum*) which includes:
  - Personal details (do not include marital status, religion or date of birth);
  - Employment history;
  - Education, qualifications and relevant training;
  - The names and contact details of two professional referees; and
  - Interests/hobbies if they demonstrate personal achievements or relate to the selection criteria.

**Don't** attach certificates, awards etc., these may be requested at interview.

2. Your completed **Job Application Form including your one page pitch (1,000 words)**. A complete Job Application Form **must be submitted to be considered for the next round** in the recruitment process.

Emailed applications **must** include your name and the job title in the subject line of your email for easy reference.

E.g. **John Smith – Gardener**

## Helpful Hints in Applying

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Please take your time in completing the job application form and preparing your CV as the Selection Advisory Committee's decision on who moves to the next stage in our recruitment process will be based on the information you provide. Please draw on experience you have gained from work, social or study situations to demonstrate your skills and complete all areas of the job application form.

# What happens next?

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## **Acknowledgement**

Given the number of candidates applying, only those considered suitable for interview will be contacted.

## **Shortlisting**

Shortlisting of candidates would be expected to commence soon after the closing date for applications. The timeframe for shortlisting will depend on the size of the field, and may take several weeks to complete. The Selection Advisory Committee will shortlist candidates against the selection criteria and only those candidates who demonstrate the strongest claims will be selected for interview.

## **Assessment of candidates**

The Selection Advisory Committee may use a variety of methods to assess candidates. These may include an interview, a written exercise or a specific skills test.

## **Interview**

The AHC will consider candidates available for interview from the date applications close, unless you advise otherwise. The Selection Advisory Committee will give you a minimum of three days notice prior to your interview. Upon notification of your selection for interview, you should advise the Human Resources section of any special requirements. All candidates interviewed will be advised of the outcome via email.

## **Referee Reports**

Details of two professional referees should be listed in the CV. Ideally, one will be your current or recent supervisor. In most circumstances, referee reports will only be requested from candidates shortlisted for interview.

## **Selection**

The AHC's staff selection process is governed by the merit principle. The merit principle requires that selections are based on abilities, qualifications, experience and standard of work performance as reflected in the selection criteria and preclude discrimination on the basis of age, gender, race or sexual preference.

## **Order of Merit and Placement**

This is a generic recruitment round and a number of vacancies in different areas will be filled through this round. Suitable candidates will be placed on an order of merit and may be offered a suitable position up to 12 months from the date of advertising. Being found suitable does not guarantee a promotion, transfer or offer of employment. If a candidate declines the position offered, they will be placed back on the order of merit, and may be offered a position within the 12 month timeframe.

*The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment.*