



Australian High Commission
Port Moresby

Candidate Information Pack

Assistant Gardening Supervisor

Closing Date: Friday, 13 July 2018

Enquiries to: pngahc.recruitment@dfat.gov.au

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This information pack will assist potential candidates to understand the work of the Australian High Commission, what the role involves, the recruitment process, and how and whether to apply.

Position Description

| | |
|------------------------------|--------------------------------|
| Position title | Assistant Gardening Supervisor |
| Classification | Locally Engaged 2 (LE2) |
| Division/Post/Section | Port Moresby |
| Reports to (title) | Gardening Supervisor |

About the Australian High Commission in Port Moresby

The Australian High Commission represents the Australian Government in advancing the interests of Australia and Australians in Papua New Guinea. The High Commission deals with a range of matters - including politics, economics, trade and investment, culture, defence and development cooperation - and seeks to work with Papua New Guinea to further these interests. The High Commission is also responsible for the protection and welfare of Australians in PNG and contributes to Australia's security through border management and traveller facilitation.

About the role

Under close direction, the Assistant Gardening Supervisor helps maintain the gardens of the Australian High Commission (AHC) and the Australian Government's residential owned estate in Port Moresby.

The key responsibilities for this position are to:

- With the Gardening Supervisor, lead and supervise the day to day operations of the gardening team and monitor performance
- Assist with the coordination and management of the gardening team, including setting work priorities
- Proactively identify areas of work and ensure AHC gardens and grounds are maintained to a neat and safe condition
- Ensure work is completed in line with work, health and safety requirements
- Escalate any instances of unsafe work practices by grounds staff or contractors to the Gardening Supervisor and/or Assistant Property Manager
- Ensure that work areas, including storerooms and lockers, are kept clean and tidy with all items stored securely and safely
- With the Gardening Supervisor, coordinate the purchase and delivery of equipment, tools plants, manures, chemicals and other garden needs
- Manage the use and allocation of garden tools and machines to grounds staff
- Regularly monitor the condition of garden equipment, tools or machinery and advise the Gardening Supervisor where service, repair or replacement is required
- Demonstrate professionalism at all times, including when engaging with external stakeholders
- Coordinate and assist with the collection, transport and disposal of garden waste
- Escort and supervise service contractors, as required

Selection criteria for your written application

The Australian High Commission (AHC), Port Moresby uses written applications to assess job applications.

The written application is your opportunity to tell the Selection Advisory Committee (SAC):

- why you want to work at the AHC
- why the AHC should select you for the position
- why you are interested in the role
- how your skills, knowledge, experience and/or qualifications are applicable to the role

When considering your written application, the Selection Advisory Committee will seek evidence of your experience and capabilities against each of the following.

1. Supports and contributes to strategic direction

- demonstrates an awareness of workplace priorities
- identifies issues that may impact on designated tasks
- recognises how own work contributes to section goals
- asks questions to ensure a comprehensive understanding of issues and the reasons for decisions and recommendations
- actively seeks information and/or asks for assistance where needed

2. Achieves results

- organises work effectively and responds to changes in client needs
- working within agreed priorities and adapts to a changing environment
- seeks feedback to gauge satisfaction and meet performance expectations

3. Values teamwork and builds partnerships

- shares information and ensures staff, managers and colleagues remain informed
- develops and sustains effective working relationships
- recognises the benefits of diversity

4. Exemplifies personal drive and integrity

- perseveres to achieve results and copes effectively with setbacks
- remains calm and in control under pressure
- acknowledges mistakes and learns from them
- takes responsibility for completion of work and seeks assistance when required

5. Communicates and works with influence

- listens to and considers different ideas
- respects the points of view and concern of others
- communicates effectively

Qualifications and experience

- Tok Pisin and English are required
- gardening and grounds maintenance experience
- experience leading and managing staff is desirable but not essential
- qualifications relevant to gardening and grounds management are desirable, but not essential.

Useful Tips

Take your time completing the job application form and your written application as the Selection Advisory Committee's decision on who moves to the next stage of the recruitment process will be based on the information you provide.

Ensure you complete all areas of the job application form. If you need help or have questions, contact the Human Resources Section: pngahc.recruitment@dfat.gov.au or +675 700 90161/+675 70090233

General tips when writing your application:

- don't assume the Selection Advisory Committee knows you or your work
- stick to the point
- **do not exceed the one page limit**
- checking spelling and grammar
- if typed, use font style **Times New Roman, size 12**

Identifying examples / evidence to use:

- identify the skills you have that will help you to perform the main elements of the role
- identify your particular strengths and outcomes you have achieved in the workplace
- draw on experience you have gained from your work, social or study situations to demonstrate your skills.
- provide relevant and specific examples that show why you are suited to the role (e.g. your experience managing staff, successes you have had at work which helped the organisation to achieve its goals)
- make sure your skills, knowledge and experience match what's required and back these up with relevant and recent examples
- when selecting your examples from your previous or current work, highlight outcomes and results, your achievements and successes
- emphasise how well you have performed and back it up with evidence
- think about how your skills would benefit the AHC
- draw on real examples which demonstrate your abilities against the selection criteria and are in relation to the role
- you should consider using examples that are:
 - **specific:** what you have done in the past and how did you do it?
 - **relevant:** demonstrate the requirements of the position / level
 - **sufficient:** provide enough information
 - **valid:** are truthful and recent

How to Apply

Applications must be submitted to the AHC Human Resources Section in hard copy or by email by **4:30 p.m. Friday, 13 July 2018. Late applications will not be accepted.**

To be considered for the position, your application **must include** a completed job application form, including a one page written application. Please attach evidence of your qualifications and or training. Copies may also be requested at interview. A resume / curriculum vitae is **optional**.

When submitting applications by email, please include your name and the job title in the subject line of your email for easy reference (e.g. John Smith – Job application for Assistant Gardening Supervisor).

What happens next?

Acknowledgement of your application

Only candidates considered suitable for interview will be contacted.

Shortlisting

Shortlisting of candidates generally commences shortly after the application closing date. The timeframe for shortlisting will depend on the size of the field and may take several weeks. 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 or phone.

Referee reports

Details of two professional referees should be listed in the job application form. 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 recruitment 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

Suitable candidates may 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 remain 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.