



An Information Guide about Working at Diabetes WA



Founded in 1965, Diabetes WA is a member based organisation supporting people living with, affected by and at risk of diabetes.

At Diabetes WA, we understand that diabetes impacts upon the lives of many Western Australians, which is why we work so hard to provide practical advice and education services to help people live well with the condition. It is also why we campaign for greater awareness of the risk factors for type 2 diabetes and how it can be prevented.

Diabetes WA is also responsible for administering the National Diabetes Services Scheme (NDSS) in Western Australia and we have a growing network of over 460 agencies across the state. The NDSS is an initiative of the Australian government, providing people living with diabetes access to a range of free and subsidised products and services.

Our vision is freedom from diabetes. Our work has one single focus - to minimise the impact of diabetes through self-management, prevention, advocacy and research.

Why Join Us?

As a public benevolent institution we are exempt from paying fringe benefits tax when offering salary packaging to our employees. This means employees are able to package up to \$16,050 of their salary towards benefits to reduce their taxable income. Benefits include: mortgages and loan repayments, rent payments and use of an employee debit card *.

* Fees Apply

We understand the importance of finding a work/life balance and actively promote this by offering:

- Part time/job share opportunities
- Flexible working options
- Carers/personal leave
- Purchasing additional annual leave *
- Two additional paid annual leave days (discretionary bonus days) pro rated over christmas/new year *
- Office shut down over Christmas period *

We encourage a healthy, balanced lifestyle by:

- Free Diabetes WA Membership which includes a range of discounts, magazines and other offers
- Having seasonal fresh fruit available to purchase
- Invitations to attend free Diabetes WA CookSmart and/or ShopSmart sessions
- Weekly soup club over Winter and salad club over Summer
- Participation opportunities in healthy lifestyle activities, events and programs
- Free Flu Vaccinations
- Fully equipped staff kitchen with free tea and coffee
- Health promotion programs such as Get on Track and Walk to Work
- Shower facilities, bike racks and lockers

Diabetes WA location and culture:

- Two convenient and central office locations in Subiaco and Belmont
- Close to public transport
- Pleasant work environment with modern office facilities
- We are a medium sized organisation with a caring and intimate culture and close working teams

Diabetes WA can offer:

- Learning and development opportunities to support performance in your current role and future development
- Orientation program for new employees
- Recognition of employee achievements
- Involvement in internal and external working groups
- Employee Assistance Program (EAP) *
- Volunteering opportunities

* Conditions Apply

Organisational Structure

Diabetes WA consists of 8 Board Members and is managed by the Chief Executive Officer, Mr Andrew Wagstaff. With a current count of over 40 full-time equivalent staff, there are 3 General Managers each with their own portfolios.

Corporate Services

- Finance and Risk
- Information Technology
- Human Resources
- National Diabetes Services Scheme
- Customer Service
- Facilities Management
- Retail

Community Relations & Marketing

- Fundraising
- Marketing
- Media
- Community Engagement
- Membership
- Outbound calling

Health Services

- Health Promotion
- Diabetes Education Services
- Advocacy
- Living with Diabetes Programs and Events

Information for Applicants

Thank you for your interest in the position advertised by Diabetes WA. Please read the following information to assist you with your application.

Diabetes WA is an equal opportunity employer. All applications for a position will be assessed against the same criteria, included in the position description.

Applications will not generally be assessed until after the closing date (unless otherwise stated in the advertisement) and will usually be assessed by a selection panel of two or three staff members. Selections will be based on which applicant demonstrates the highest merit for the position and on their past experience and ability to perform the advertised position.

Preparing Your Application

Your application should include the following information:

Confidential Application for Employment Form

Please complete the Confidential Application for Employment Form and attach to the front of your application.

Covering letter

Please attach a covering letter briefly outlining your experience relevant to the position, why you are interested in the vacancy and how your employment will benefit Diabetes WA.

Resume

In your resume, please provide a list of your employment history from recent to least recent, including the main duties undertaken and a list of your academic and/or professional training.

Referees

You should include the names and contact details of two recent work referees who may be contacted about your application. It is preferable that at least one of these people is a recent work supervisor. Referees should be contacted for approval before listing them in your application.

Relevant Supporting Documentation

Please include copies of any qualifications, certificates or any other relevant supporting documentation. Please submit photocopies only and do not include any originals of important documents.

Selection Criteria

Your application must clearly detail how your skills, abilities, qualifications and experience meet the selection criteria for the position. As the decision to shortlist will be based on the information you provide in your written application, please detail as clearly as possible.

Lodging Your Application

Applications will be accepted by post or email. Applications should be addressed to the Human Resources Manager and marked:

CONFIDENTIAL, TITLE OF POSITION APPLIED FOR.

Mail: Diabetes WA
PO Box 1699
SUBIACO WA 6008

Email: renae.galambos@diabeteswa.com.au

Late Applications

If a closing date has been stated on the advertisement, please ensure your application is received within the closing date and time. Applications received after this time may only be considered should there be no suitable applicants.

National Police Certificate or Working With Children Check

Should you be the preferred candidate for the position, you may be required to provide Diabetes WA with a National Police Certificate or Working With Children Check. These costs will be paid by Diabetes WA.

What happens next?

After you have submitted your application to Diabetes WA a receipt of your application will be confirmed to you in writing.

You Made the Shortlist!

If you have been successful in making the shortlist, we will contact you for an interview within two weeks of the application closing date. This may include a brief telephone interview. Depending on the position, shortlisted applicants may be invited to attend a second interview.

Face to face interviews are usually conducted with the person who would likely become your direct supervisor, a representative from Human Resources and in some cases a third independent person also forms part of the selection panel.

The interview is a chance for us all to meet in a relaxing and non-threatening environment. It is also an opportunity for you to get to know more about Diabetes WA and for us to get to know more about you and what you can offer our organisation.

How to Prepare for an Interview

All interview questions will relate to the position description, for which you have applied. The selection panel will conduct the interviews and you will be advised of the approximate length of the interview when the interview time is made with you.

The same questions will be asked of every applicant although the panel may ask the applicant to expand or provide further clarification.

A few points that may assist you in the interview are:

Your task is to convince the panel that you are the best person for the job!

Do not assume that any of the panel members knows about your suitability for the job, even though you may have worked with them, demonstrated this in your application; or have had previous experience in the position.

Take your time to answer each question

A well thought out answer presented clearly and concisely will be appreciated by the panel, even if you take a few moments to put your thoughts together.

Think of actual experiences

Interview questions are based on position requirements and focus on your past experiences or your opinion on how you would approach a certain scenario. You may be asked to outline a relevant situation, state the actions you took in relation to the situation and describe the result.

Don't be afraid to ask questions

Feel free throughout the interview to ask the panel any questions or to repeat a question if required.

Making a Decision

Before appointing preferred candidates we check with referees who have previously worked with you about your ability to do the job.

Finally we gather all of the evidence and information we have collected throughout the entire process and determine the candidate that has best proved and demonstrated they have the skills, abilities,

qualifications and experience to meet the selection criteria for the position.

We will notify all applicants in writing, including those applicants who did not get shortlisted, of our final decision normally within one week of the interviews finishing.

You Got the Job!

Congratulations! You have been selected as a Diabetes WA team member. Welcome to an exciting and caring workplace that will provide you with a healthy work and lifestyle balance.

Feedback

If you were not successful this time, you can contact Renae Galambos, Human Resources Manager for constructive feedback.

External Recruitment & Selection Process

Diabetes WA may appoint the services of an external recruitment consultant to manage the recruitment and selection process.

In this instance, the job advertisement will outline instructions on how to apply for the vacancy and the external recruitment consultant will advise candidates of the recruitment and selection process.

Equal Opportunity Employer

Diabetes WA values its employees and believes in conducting business ensuring fair, equitable and non-discriminatory employment and operational practices.

Selections to positions at Diabetes WA are on the basis of the individual capacity of that person, and having particular regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.

Appointment decisions cannot be influenced by matters that improperly discriminate against applicants.

Further Information

Should you require further information about employment at Diabetes WA, please contact Renae Galambos, Human Resources Manager on (08) 9325 7699 or email renae.galambos@diabeteswa.com.au