



EXECUTIVE OFFICER

Location: Level 1/56 Marine Terrace, Fremantle, Western Australia

Contract position: 2 years **Part time:** Initially 3 days per week

Salary: \$62,400 pa, plus 9.5% superannuation

The Aquaculture Council of WA (ACWA) is the peak body representing the aquaculture industry in Western Australia and is seeking to appoint a skilled and motivated Executive Officer (EO) to be based in Fremantle. The EO is responsible for executive services to the ACWA Board of Directors and to provide a conduit between the Department of Industry and Regional Development (DPIRD) in whose jurisdiction ACWA operates and the aquaculture industry. These services include communications and a range of administrative functions.

The position has flexibility in relation to how the 3 day week is structured. Remuneration will include superannuation, four (4) weeks annual leave (pro-rata) and other normal entitlements under the *Fair Work Act 2009*.

ACWA is incorporated under the *Incorporated Associations Act 2015* and is a full member of the West Australian Fishing Industry Council (WAFIC).

Brief Job Description

The role of the EO is to provide executive services for the Aquaculture Council of Western Australia (ACWA) and to provide a conduit between members, aquaculture industry, DPIRD and other stakeholders. The person will provide a range of administrative functions under the direction of the ACWA Board.

Essential requirements of the position are:

- Self-motivated with the ability to work independently to deadlines;
- Excellent written and verbal communication skills;
- Good project management skills and experience in this area;
- Good stakeholder engagement and consultation skills based upon experience;
- Sound financial management skills and experience; and
- Solid organisational skills including attention to detail and the ability to multi-task.

Please see the Job Application Pack attached containing more information in relation to the position. Please email your application to eo@aquaculturecouncilwa.com or for further information call current EO Tina Thorne on 0448 443 458.



Job Application Pack for Executive Officer position

Location: Level 1/56 Marine Terrace, Fremantle, Western Australia

Contract position: 2 years

Part time: 3 days per week

Salary: \$62,400 pa plus 9.5% superannuation

The Aquaculture Council of WA (ACWA) is the peak body representing the aquaculture industry in Western Australia and is seeking to appoint a skilled and motivated Executive Officer (EO), to be based in Fremantle at the WA Fishing Industry Council. The EO is responsible for executive services to the Board of ACWA and provide a conduit between the Department of Industry and Regional Development (DPIRD) in whose jurisdiction ACWA operates and the aquaculture industry. These services include communications and a range of administrative functions.

The position has flexibility in relation to how the 3 day week is structured and the EO will be paid fortnightly upon submission of a timesheet. Remuneration will include superannuation, four (4) weeks annual leave (pro-rata) and other normal entitlements under the *Fair Work Act 2009*.

ACWA is incorporated under the *Incorporated Associations Act 2015* and is a full member of the West Australian Fishing Industry Council.

- All applicants should study this information pack carefully in order to address the selection criteria. Should applicants have any questions please contact the current Executive Officer Tina Thorne on 0448 443 458 or via email at eo@aquaculturecouncilwa.com
- Posted applications should be clearly marked "Confidential Application" and forwarded to: The Executive Officer, ACWA, PO Box 1605, Fremantle WA 6959.
- Email applications may be sent to: eo@aquaculturecouncilwa.com
- Applications must be received no later than 5.00PM WST on Sunday 8 September 2019.

Applicants should have their Job Application Pack completed and submitted by mail, or via email to eo@aquaculturecouncilwa.com by closing date as above.

Application for Job Vacancy

VACANCY – Executive Officer, Aquaculture Council of WA (ACWA)

PERSONAL DETAILS

Surname (block letters): _____

Other names: _____

Title: Mr Mrs Miss Ms Dr Date of birth: _____

Address: _____

_____ Postcode: _____

Telephone: _____ Email: _____

REFERENCES

Please provide names, contact addresses and telephone numbers of two employment referees

Reference 1

Full name (block letters): _____

Contact address (8.00am – 5.00pm): _____

Telephone: _____ Mobile: _____

Reference 2

Full name (block letters): _____

Contact address (8.00am – 5.00pm): _____

Telephone: _____ Mobile: _____



EXECUTIVE OFFICER

Primary role of position

1. Representation

- Respond on member issues across government and in the public sphere.
- Advocate for and promote the aquaculture industry across government.

2. Industry development

- Represent and promote the Western Australian aquaculture industry at State and Federal levels.
- Identify and apply for funded research project grants for ACWA and manage them to meet budgets and project outcomes.
- Develop and maintain appropriate industry standards for purposes of responsible aquaculture practises and environmental sustainability.
- Liaise with industry to identify its training requirements and pursue these with aquaculture training organisations.
- Develop and maintain multi-agency communications and networks required for effective ongoing Western Australian industry development.
- Develop and maintain collaborative strategies between industry and government to further develop the Western Australian aquaculture industry.
- Work with the whole of government to ensure an economic and legislative environment for the Western Australian aquaculture industry.

3. Organisational Development

- Undertake ACWA business in accordance with the Constitution and bylaws to meet governance and risk management strategies and effective working relationships with key stakeholders.
- Work with government and industry to create events and opportunities for the promotion of the Western Australian aquaculture industry.

5. Administration

- Maintain the administrative functions of the office.
- Attend and record the proceedings of ACWA Board meetings and the Annual General Meeting.
- Manage the budget for ACWA and to provide accurate information for sound financial management.
- Supervise ACWA employees as required.

Essential selection criteria of the position are:

- Excellent written and verbal communication skills;
- Good project management skills and experience in this area;
- Good stakeholder engagement and consultation skills based upon experience;
- Sound financial management skills and experience; and
- Solid organisational skills including attention to detail and the ability to multi-task.

Please note that the focus of the ACWA Board may change over time and the priorities for the EO will be varied from time to time and documented in the Minutes of Board meetings.

Information for Applicants

a. Eligibility to apply

Only those applicants who meet all the **essential** *Selection Criteria* will be considered for the position. Please check the *Selection Criteria* outlined above to make sure you are eligible to apply.

b. Preparing your application

Your application is the first step towards securing an interview. You are requested to use the format detailed below.

Your application should include the following:

- A completed *Application for Vacancy* form;
- A statement addressing the *Selection Criteria* and how you satisfy each requirement;
- A copy of your current resume;
- The names and contact details of two referees; and
- Any additional information that is relevant to the position for which you are applying.

Please type applications on white paper and **staple together** in the top left hand corner. Do not put your application in binders or plastic sleeves.

c. Completing the *Application for Job Vacancy* form

The completed *Application for Job Vacancy* form must be included in your package. The form should be completed neatly in your own handwriting.

Your *Application for Job Vacancy* form should identify the requested number of referees who can provide information on your work performance. You should contact all referees as a courtesy and ask if they are willing to provide a referee report if the selection panel asks for it before nominating them on your application form.

d. Statement addressing the *Selection Criteria*

This document is the most important part of your application. Your comments should relate your skills and experience to the *Selection Criteria*. The *Selection Criteria* are the skills, qualifications and experience that are considered necessary to successfully perform the duties of the advertised position.

It is strongly recommended that you use each of the *Selection Criteria* as a heading and outline your relevant skills and experience separately against each by providing relevant examples.

Unsubstantiated statements of self-assessment, eg “I have outstanding communication skills” or “I have been an outcomes-focused, high performing manager” will not be considered sufficient.

It is imperative that all information in this part of your application is clear, relevant and concisely presented in order that the selection panel may readily assess your claims. You should therefore aim to limit your responses to ½ page for each criterion.

Refer to the enclosed STAR handout for further information about responding to *Selection Criteria*.

On completion of your statement addressing the *Selection Criteria*, briefly summarise your claims (experience, skills, training, knowledge, etc.) and if you wish, provide the panel with your motivation for applying for the position.

e. Your resume

Your resume should include the following information:

- Your personal details, including your current contact telephone number;
- A summarised work history (starting with your most recent position), including dates and details of the tasks/responsibilities undertaken in each position and most importantly, your achievements in each of the positions you've held;
- Your formal education history and training achievements, including current undertakings, and membership of any professional bodies; and
- Any activities outside of work that you feel are relevant to the position.

Your resume should be presented in a clear, simple 12-point font, and should be **no longer than four pages**.

f. The interview

Interviews are generally held within four weeks of the closing date for applications. Should you have any queries regarding the progress of your application, please contact the person nominated in the advertisement. The decision to grant an interview will be based upon the written application demonstrating that the applicant meets at least the essential *Selection Criteria*, and that they are competitive with other applicants.

If you are successful in being shortlisted for interview, you will be notified either by telephone or in writing and an interview time agreed upon. If you are unsuccessful in being shortlisted for interview you will be notified in writing.

All interview questions will be directly related to the *Selection Criteria*.

g. Seeking feedback

When you have been advised of the result of the interview process, you are encouraged to seek feedback on your application from the nominated person from the selection panel. This feedback may be invaluable when next you are preparing an application or seeking an interview.

Feedback is provided verbally by a panel member. This will be based on the selection panel's review of your application and whether you met the criteria or were competitive compared to other candidates. If you were interviewed, you may request a copy of the report relating to you.

Addressing Selection Criteria the STAR method

Situation Task Action Result

The STAR method is a useful way to assist you in addressing the selection criteria appropriately and may help you focus your achievements relevant to the selection criteria.

Situation

Where and when did you carry out the task or solve the problem or handle the issue you are describing? This may include the workplace you were in, your role at the time, your reporting relationships and how recent the example is. This information can generally be described in 2-3 lines.

Task

What was the specific task, problem or issue you were faced with? Who was involved? What was the nature and complexity of the task? What was the timeframe you were given? What were the consequences if the task or issue was not handled effectively? These are some of the points you would wish to consider when describing the task. This information can generally be described in 3-4 lines.

Action

What action did you take? What options were available to you and how did you choose the action you took? Focus on or highlight your contribution if it was in a team situation. You may describe how you researched a topic and which stakeholders you liaised with. Discuss other factors that contributed to the achievement of a successful outcome.

Describing your actions generally takes a few paragraphs. This is the section in which you need to be particularly succinct, ensuring you describe all the actions you took that led to the success (or otherwise) of your task.

Result

What was the result or achievement reached from the work described? Results are not necessarily measured in monetary terms but could instead relate to the success of a campaign; the speed of implementation; a change in process or a new way of doing things; or something else that is equally important. The result can generally be described in 1-2 sentences. This information is particularly important and is the one area many people overlook in their application.