

## **Information for Applicants**

### **Applications**

Redfern Legal Centre does not use application forms. You should apply in writing for the position, addressing the selection criteria under separate headings. If you do not address the selection criteria, you will not be considered for the position.

You should include a resumé, setting out your personal details (name, address and contact details), education, previous positions and experience, and two/three referees (names, addresses and contact details).

Please send your application by email to the Chief Operations Officer, Jacqui Swinburne, [recruitment@rlc.org.au](mailto:recruitment@rlc.org.au).

### **Acknowledgment of Applications**

Redfern Legal Centre doesn't acknowledge receipt of applications unless requested to do so.

### **Copies of degrees, diplomas etc.**

It is not necessary to include these with your application.

### **Selection Committee**

The Board of Redfern Legal Centre appoints a selection committee as required. Usually the selection committee consists of a Board representative, a staff representative and an external representative (usually from a similar organisation or a person with particular expertise in the relevant field.) The selection committee culls applications, conducts interviews, checks references and makes a recommendation. The Board makes the final decision or delegates this to the CEO for some positions.

### **Short Listing**

The Selection Committee will make arrangements to interview short listed applicants. Emails or letters will be sent to other applicants advising them their applications were not successful.

### **Interviews**

Interviews will generally be held within 10 days of the closing date for applications. Local applicants will be interviewed in person. Interstate applicants will be interviewed by video conference or telephone. The questions to be asked will be based on the job description and selection criteria.

### **Final Selection**

Successful applicants will be contacted by telephone and sent a written offer of appointment. Unsuccessful applicants will be notified by telephone or letter.

### **Employment Contract**

The successful applicant will be sent a letter of appointment enclosing a draft

employment contract and a copy of the Job Description.

**Flexible Working Hours**

Redfern Legal Centre is able to offer staff a reasonable level of flexibility as to working hours including opportunities for study leave and attendance at relevant conferences and forums. Staff are also required to contribute fully to the Centre's activities. This can include working some evenings and extended hours from time to time for Board meetings and conferences.

**EEO**

Redfern Legal Centre is an equal opportunity employer and staff are expected to initiate and/or comply with current equal opportunity principles.

**Orientation**

The successful applicant will be provided with an orientation program during their first week of employment. New employees will be expected to familiarise themselves with all relevant Redfern Legal Centre policies and procedures including Work Health and Safety requirements and accountability arrangements.

For more information, including the Annual Report please access our website at <http://rlc.org.au>