

A guide to lodging
your job application with
Gladstone Ports Corporation

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Gladstone Ports Corporation
Growth. Prosperity. Community.

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About us

Gladstone Ports Corporation Limited (GPC) is a Company Government Owned Corporation (GOC) responsible for the import of raw material and the export of finished product associated with major industries in the Central Queensland region. GPC manages and operates three port precincts in Gladstone, Rockhampton and Bundaberg, with several terminals located within the Port of Gladstone.

The Port of Gladstone formally commenced in 1914 as the Gladstone Harbour Board, and the Rockhampton and Bundaberg Harbour Boards commenced operation in 1896. All three boards were renamed Port Authorities in 1987. The Rockhampton and Bundaberg ports merged with the Port of Gladstone in 2004 and 2009 respectively.

Our core business functions are to manage port infrastructure and cargo handling operations for the ports; provide and maintain vital shipping channels; and to develop, manage and lease Strategic Port Land (SPL). Other responsibilities include road infrastructure, pilotage services, towage services (through an exclusive licence), property services, community parklands, quarantine and waste disposal services.

The Port of Gladstone is Queensland's largest multi-commodity port and boasts the world's fourth largest coal export terminal, RG Tanna Coal Terminal, (by throughput). Cumulatively, our ports handle the export of mineral resources mined from Central Queensland, products (such as sugar, grain and tallow) from local industries, and the import of raw materials from national and international sources.

Our people are the key to our success. GPC has been a vital part of the Central Queensland community for over a century and currently employs over 750 people. We are committed to keeping our people safe; building an adaptable and capable workforce; and achieving high performance outcomes required for continued and sustainable growth.

What we stand for

OUR VISION

To be the most respected Ports Corporation in the Nation.

OUR MISSION

To responsibly manage, develop and operate port facilities and services for the sustainable economic growth and social prosperity of our region, Queensland and Australia.

OUR AIM

To attract and employ individuals who can demonstrate attributes and capabilities that are consistent with our values:

SUSTAINABILITY: We preserve the inherent worth of Port assets for future generations. We protect the health and safety of our people, the environment and our community. We engage with and contribute to the communities in which we operate.

EXCELLENCE: We continually strive for excellence in all that we do and constructively challenge for a better way. We are open to learning and appreciate that shared knowledge and innovation are essential to our growth.

CUSTOMERS: We serve our customers and the Port community with pride and passion. We respond with urgency, anticipate their needs, and exceed their expectations.

RESPECT: We build relationships based on equality, dignity, honesty and trust. In all our dealings we strive to be friendly and courteous, as well as fair and compassionate.

EMPOWERMENT: We support and empower people to give their best and reach their potential. We fully apply our skills and capacity, are accountable in our actions, and perform to the best of our ability.

TEAMWORK: We are one company, one team. We work together to achieve our objectives.

Our recruitment and employment principles

Recruitment and selection at GPC is guided by a commitment to employing the most suitable candidate for the role. GPC will achieve this through:

- Using merit to form the basis of recruitment and selection processes;
- Candidates, whether internal or external, being considered equally on merit at each stage of the recruitment and selection process; and
- Recruitment and selection being aligned with GPC's core and technical capabilities, values and behaviours.

EQUITY TARGET GROUPS

GPC is committed to equal employment opportunity (EEO) and supports the *Equal Opportunity in Public Employment Act (1992)* which promotes a workplace that is free from all forms of unlawful discrimination and harassment, and that people who are members of an EEO target group are able to compete for employment and career progression as effectively as people who are not.

We value cultural and physical diversity and recognise the following EEO target groups:

- Aboriginal, Torres Strait Islander or Australian South Sea Islander people;
- People who have migrated to Australia whose first language is a language other than English, and the children of those people;
- People who have or have had a disability; and
- Women.

Information for Aboriginal, Torres Strait Islander and Australian South Sea Islander applicants:

- It is recommended that you contact our Mentor & Liaison Officer on 1800 243 GPC (472) or via email communityrelations@gpcl.com.au.
This is a great opportunity to demonstrate your interest in the role and to ask questions around employment at GPC:
 - How is the role structured?
 - What are the exact duties of the role?
 - What are we looking for in applications?
- As part of applying for a job with GPC we require you to fill out a confirmation of Aboriginal and/or Torres Strait Islander heritage and/or Australian South Sea Islander. We require the Confirmation of Heritage form to ensure that the intentions of GPC's Reconciliation Action Plan are honoured.

Our application process

Your application may be the first step towards a rewarding career with GPC. It is important that you give yourself the best opportunity to succeed. Before you start preparing your application, it is important that you read through the Position Description and Job Advertisement for the role. Both of these documents are available at www.gpcl.com.au/careers/vacancies or by contacting the Recruitment Team on (07) 4976 1686 or recruitment@gpcl.com.au

Your application should include the following, unless otherwise specified:

- A brief cover letter;
- A written response to the Key Selection Criteria;
- A resumé, including referees; and
- Electronic copies of licences, qualifications or tickets.

COVER LETTER

Your cover letter should include the position you are applying for, broadly state why you are interested in the position and reasoning as to why you think you are the most suitable candidate.

KEY SELECTION CRITERIA

It is crucial that you address the key selection criteria when submitting your application. Your key selection criteria responses will help make the most accurate match between the requirements of the position and the skills of the candidates. Failure to address the required key selection criteria could unduly penalise you in the selection process and exclude you from further consideration.

Your responses to the key selection criteria should clearly demonstrate that you understand the role by outlining how your skills, knowledge and experience meet the requirements of the position by:

- Providing real-life examples of how you have used those skills or knowledge in your previous roles to support your statement.
- Outlining your experience gained in paid work, voluntary work, tertiary or school-based projects, home life, training courses or study.
- Providing an example of how you will use your experience in the role you are applying for.

Tips to help you prepare your key selection criteria responses:

- Ensure you understand the role requirements and key selection criteria before you prepare your response.
- Have the Position Description and Job Advertisement readily available for quick reference.
- Include specific examples in your response.
- Keep in mind the key selection criteria is designed to capture the information GPC needs to determine your suitability for the role.

- Make sure you respond to ALL key selection criteria.
- Spend time preparing your key selection criteria responses, as these will form the basis for the further selection process (e.g. interviews) and will help you succeed during the various stages of the recruitment process.

RESUMÉ

Your resumé should include the following:

PERSONAL DETAILS:

Your name, address, contact number(s) and email address.

EMPLOYMENT HISTORY:

List your employment history in chronological order, starting with your most recent position. Include your employer's business name, your position title, your time employed and summarise your position's responsibilities.

EDUCATIONAL BACKGROUND & QUALIFICATION SUMMARY:

List your education history in chronological order, starting with your most recent studies. Include any tertiary or secondary education, training courses or other qualifications e.g. operators tickets, first aid certificate etc.

REFEREES:

You are required to provide the names and contact details for two work-related referees. In most instances, this will be your previous supervisor or manager.

Please note: Your referees should be willing and able to provide objective and honest information about your previous experience and performance.

LICENCES, TICKETS AND QUALIFICATIONS

You should include copies of all relevant licences, tickets and/or qualifications in your resumé, usually under the educational background and qualification summary section. You will also be asked to upload copies of your licences, tickets and/or qualifications as part of GPC's online application process. GPC requires copies of your licences, tickets and/or qualifications to verify that you meet the necessary requirements for the position.

Please note: GPC's online application form only supports Word or PDF documents. Please do not send hard copy or original copies of licences, tickets and/or qualifications to GPC as they will not be accepted.

SUBMITTING YOUR APPLICATION

You must submit your application by the closing time and date shown in the advertisement. Applications must be submitted online via GPC's website at www.gpcl.com.au/careers/vacancies and click 'Apply Online'.

When you click the yellow 'Apply Now' button you will be taken to the online application form. Here you will be asked to provide personal and contact details and select the position you are applying for (if multiple positions are available). You will also be required to attach your resume and responses to the key selection criteria.

Ensure you follow the online directions, complete all the necessary fields, and provide all relevant information so your application is submitted correctly. GPC does not accept hard copy applications unless an arrangement is agreed with the Recruitment Team.

You will receive a confirmation email with details of your application once you have submitted your application. This email confirms that GPC has received your application.

Our recruitment process

The recruitment process will help you understand the steps GPC follows when recruiting for a position. Selection for GPC positions, that are advertised, is based on merit. From the applications received, a shortlist is developed and these candidates are typically interviewed by a recruitment selection panel. The aim is to select the candidate whose skills, knowledge, personal qualities and experience best match the position requirements, as defined by the key selection criteria.

SHORTLISTING

Your application is assessed using a shortlisting process. Shortlisting is the process of determining which candidates will undertake further assessment. The information that is provided in each application is reviewed by the selection panel and assessed against the required key selection criteria.

If an applicant does not meet a criterion which is essential to satisfy a legal, registration and/or accreditation purpose, or requirement of a professional body, they will be excluded from further consideration because of ineligibility for appointment to the position.

Candidates will not be eliminated from consideration, on any basis, not directly related to the requirements of the position. The most suitable candidates, as determined by the selection panel, will then be shortlisted and these candidates will be invited to participate in further selection processes.

ASSESSMENT

As part of the selection process you may be required to undertake some form of assessment/testing to assess your suitability for the position. This testing may include psychometric assessments, ability testing or work testing (e.g. machinery testing). Assessments are selected specific to the requirements of the role.

INTERVIEWS

The interview enables the selection panel to assess your suitability for the position. It will enable you to clarify your understanding of the position through a series of specific questions derived from the key selection criteria and technical capabilities, and further expand on the information provided in your application.

The process will assist the selection panel in deciding whether you possess the necessary skills and experience to perform in the position effectively and efficiently or whether you have the capacity to acquire the required skills level within a reasonable timeframe.

The interview is also an opportunity for you to ask questions to decide whether GPC and the position you are applying for are appropriate for you. The information gathered in the interview process will complement the information obtained in the other selection processes.

Tips to prepare you for your interview:

- Familiarise yourself with the position description as it outlines the duties, responsibilities and previous experience or education required for the position. The position description also contains the key selection criteria for the role.
- The key selection criteria incorporates the technical competencies and core capabilities required. Have a good understanding of the key selection criteria, consider how you meet the job criteria and prepare examples to support your application.
- GPC conducts behaviourally structured interviews which means the interview will include questions that are phrased in a way to encourage you to provide real life examples and previous experience, e.g. A question could be, 'Can you provide us with an example which demonstrates where you have adapted to changing practice or conditions. What part did you play?'

REFERENCE CHECKS

As part of your application you will be asked to provide two work-related referees; preferably direct supervisors and/or managers. These individuals will be those who can comment directly on your abilities in the work situation. The best referee will be one that can provide evidence of your previous work experience that aligns with the key selection criteria.

PRE-EMPLOYMENT MEDICAL

If you are selected as a preferred applicant, following the interview process, you will be required to undergo a medical examination appropriate to the position requirements. This medical will be performed by a medical practitioner and will include drug and alcohol testing. The examination will be at GPC's cost.

APPLICATION FEEDBACK

You can contact GPC's Recruitment Team on (07) 4976 1686 to submit a feedback request. Feedback may only be given once a candidate has been appointed to the position and the recruitment process for that role has concluded.

Our benefits and conditions

WAGES AND EMPLOYMENT CONDITIONS

Wages and conditions of employment will be in accordance with GPC's current Enterprise Agreement.

PROBATION

If you are successful in gaining employment with GPC you will be employed on an up to three (3) to six (6) month probationary period with monthly reviews. During such time your employment may be terminated on the basis of unsatisfactory performance, without previous warning. After the probationary period, subject to satisfactory performance, your employment will be confirmed to continue in the tenure originally offered.

CODE OF CONDUCT STANDARD

GPC is committed to creating and maintaining an environment for customers, visitors and employees which is professional, customer responsive, safe and free from any form of unlawful or inappropriate behaviour. All employees have an obligation to ensure their personal conduct and behaviour is, at all times, professional and lawful and does not reflect adversely on the reputation of GPC. All employees of GPC are expected to understand and abide by the Code of Conduct.

SAFE AND SUPPORTIVE WORK ENVIRONMENT

GPC takes workplace health and safety very seriously. We protect safety and promote health by:

- Providing a smoke-free work environment. No smoking is permitted in any building, vehicle, plant or machinery.
- Ensuring the workplace is free from all forms of unwelcome or harassing behaviour, unlawful discrimination and unfair practices.
- Striving for zero harm, both mentally and physically, to anyone in the workplace or at harm through our 'Safety Commitment' policy.
- Promoting employee initiatives through our 'Health and Wellbeing' program.

INDUCTION

Should you be successful in gaining employment with GPC, you will be required to undergo an employee induction program. On acceptance with GPC you will receive commencement documentation; this must be submitted to your supervisor on your first day with us. Our induction program begins on your first day where you are required to complete induction modules to gain your identity card and receive site-specific training.

Thank you for your interest in applying for a career opportunity with Gladstone Ports Corporation.