

## **Guide to: applying for a role with the Mental Health Coordinating Council**

Thank you for your interest in working with the Mental Health Coordinating Council (MHCC). This guide has been prepared to assist you in preparing your application and sets out the process MHCC follows.

### **About MHCC**

The Mental Health Coordinating Council (MHCC) is the peak body for community mental health organisations in NSW. Since 1983 we have worked to build the capacity of community organisations to support people on their recovery journeys. Informed through consultation with the sector, MHCC advocates for policy development and legislative reform and best practice approaches; and supports innovation and the value of the sector.

MHCC also offers responsive and highly flexible mental health training and professional development opportunities grounded in recovery-oriented and trauma-informed practice. Our work stems from the belief that people with lived experience are drivers of positive change in all mental health services.

MHCC works to empower community managed mental health in NSW through leadership, advocacy and support. We meet this purpose through:

- Consulting with consumers, carers and other stakeholders to represent the views of our sector to government and the broader human services sector as well as on various state and national committees and advisory working groups in order to affect systemic change
- Building sector capacity through partnerships, collaboration, and workforce development
- Informing, researching, publishing and reporting on current directions in community mental health and related areas
- Providing high quality, accredited training and professional development in response to sector needs, founded on recovery-oriented and trauma-informed principles.

Further information about MHCC can be found on our website at [www.mhcc.org.au](http://www.mhcc.org.au)

## How to apply for MHCC roles

MHCC recruits' employees on the basis of merit. This means that the selection panel will select the applicant best suited to the requirements determined as necessary and desirable to successfully fulfil the role advertised, as well as the needs of MHCC at that point in time. Prior to a decision being made the selection panel will consider the application, interview and reference checks.

Aboriginal and Torres Strait Islander people, people from different cultural backgrounds, LGBTIQ+ people and people with disabilities are strongly encouraged to apply.

### To apply for any role within MHCC applicants **must**:

- Submit a statement in response to each of the listed selection criteria
- Submit a resume/ curriculum vitae (CV)
- Have the right to work in Australia

Your application will have a greater chance of success if you:

- Read the role advertisement carefully – all advertisements will include a brief description of the role and attributes, skills, knowledge being sought.
- Read the job description – the job description will provide you with more detail around the expectations of the role. The job description can always be found through the Work for MHCC page of the MHCC website.
- Speak to the contact person – if after reading the advertisement and the job description you have questions about the role. You can phone or email the contact person listed in the advertisement.
- Other information – while looking on the MHCC website for the job description look around the website for more information on MHCC.
- Submit your application prior to the closing date – applications that are rushed may contain mistakes which may affect the outcome of your application. Make sure you review your application prior to forwarding it to MHCC.
- Make sure you provide your name and preferred contact details

### *Selection Criteria*

All positions will have a list of selection criteria within the advertisement.

Each criteria should be responded to individually and in the order listed within the advertisement. Responses to the criteria should be succinct and descriptive of the situation. Responses to each descriptive type criteria should be a maximum of 2-3 paragraphs in length and provide complete examples.

Don't assume the selection panel knows your skill set or achievements. If your statement addressing the selection criteria does not demonstrate how you meet the criteria you will not be called for an interview.

### *Resume/ curriculum vitae (CV)*

A resume (CV) should be a clear and concise snapshot of your past experiences, qualifications, skills and qualities.

Your resume should include:

- Relevant qualifications, professional development and educational experiences
- Work experiences (both paid and unpaid/ voluntary) in chronological order (current through to oldest). For each role include the job title, organisation, period (month and year) and a brief description of the duties performed.
- Additional skills, achievements or relevant memberships

### *Interview*

The applicants the panel believe most suited to the vacancy based on the responses provided in their application will be invited for an interview.

Where reasonable adjustment is required to attend an interview this should be discussed with MHCC prior to the interview.

All candidates will be provided with an opportunity to review and consider (for their own reference) the set of questions asked of each applicant 15 minutes prior to their interview with the selection panel of three (3).

An interview provides an opportunity for the applicant's skills, knowledge and experience to be further explored. It also provides an opportunity for the applicant to ask questions about the role with MHCC and discuss other information that may support their application.

### *Reference Checks*

Following the interview process the selection panel will make a decision on the preferred candidate and reference checking will commence. Applicants will need to provide a minimum of two (2) referees who can talk to the skills and experiences required for the role. Don't forget to let your referees know to expect a call.

### *Notification*

Following successful reference checking MHCC will make a verbal offer to the preferred candidate. Once verbal acceptance is received, a contract of employment will be drawn up and provided to the preferred candidate for signing.

MHCC will notify any unsuccessful applicants via email.

*MHCC reserves the right to not identify a preferred candidate and continue to advertise the position should the selection panel believe a suitable candidate has not been identified.*