



How to apply for an IBN job



Thanarru!

Welcome to IBN Corporation and thank you for wanting to be a part of our team.

IBN is the Trustee for the Mining Area C (MAC) Agreement between BHP Billiton Pty Ltd and the IBN Claim Group - the Yinhawangka, Bayjima and Nyiyaparli people of the Pilbara. Established in 2001, IBN is a charitable business operated for the advancement and prosperity of these communities. We provide programs and services to raise the personal, social and economic wellbeing of our members and deliver support and programs in health, education, housing, culture, enterprise development and employment. IBN's head office is in South Hedland, Western Australia, approximately 350 kilometres north of the Mining Area C Project and we also have offices in Tom Price and Karratha.

Am I eligible to apply?

To be eligible, it is essential you have permanent residency status in Australia or are a New Zealand citizen with a Special Category Visa. Aboriginal and/or Torres Strait Islander people are encouraged to apply.

Getting started

Read the position description (PD) to better understand the work related requirements.

You are required to submit a comprehensive curriculum vitae (CV) as well as a cover letter that addresses the role specific criteria outlined within the PD. To be considered for an interview, you will need to demonstrate to the selection panel that you meet the work related requirements for the position. The panel will consider all the elements and information gathered through the recruitment process to develop a short list of candidates for interview.

Writing your CV

To write your CV, draw on your own experiences and provide a description of relevant and/or transferable skills and abilities related to the position. Start with the most recent and include dates. If there is a gap in your work history include a reason like studying or caring for a family member. Your application should contain examples from your previous work history that best illustrate how your skills and abilities are related to the job. It is recommended you use a formula such as the SAO approach (Situation, Action, and Outcome) when addressing the job related requirements. Be clear and concise in your statement and provide evidence to support your claims. Include information on your education and all training completed. You may also like to outline any activities that you have undertaken outside of work which you feel are relevant to the job like volunteer work, mentoring or coaching.

Providing names of referees

Please include *two work related referees* and you can include personal referees. Your referees may be contacted at any stage of the recruitment process and you will need to provide your referee's name, work address, e-mail and contact telephone number for this purpose. It is recommended that you include your current line manager as a referee.

Do I need to write a covering letter?

Yes. Write a covering letter that summarises why you think you should be appointed to the role based on your skills and experience.

Will I get an interview?

After assessing your application, the selection panel may invite you to attend an interview.

If you are selected for an interview you will be contacted by Human Resources and they will tell you the date, time and place of the interview. If you cannot attend the interview you may be able to have a telephone interview. The format of the interview will be decided by the panel but could include questions, a case study or a request for you to give a presentation. Whatever process the panel adopts, it will relate to the position requirements.

Preparing for the interview

So that you are prepared, you are encouraged to:

- Re-read the Job Description and the work related requirements.
- Consider how you would complete the duties of the position including how you might resolve any problems.

Also, think of examples where you have applied relevant skills and abilities in a similar role or situation. If appropriate, prepare a portfolio of your work that demonstrates your skills and abilities. A portfolio may include copies of reports, memos, project plans, policies, procedures and spreadsheets.

What to do at the interview

- Be on time for the interview.
- Even if you have worked with members of the panel previously, you need to respond with enough detail and with examples that tell them you can do the job.
- Take your time to answer each question - remember there is no rush. Present answers clearly and concisely and where possible, relate your answer to relevant past work or volunteer experiences.
- If you forget a question ask the panel to repeat the question.
- Remember, an interview is an exchange of information so you can ask questions or clarify information.
- Take a copy of your application to the interview in case you forget an example and want to refer to your application.

What happens after the interview?

Following the interview your referees will be contacted. The panel will consider all the information gathered (application, interview and referee's reports) to determine which applicant(s) best meet the work related requirements.

When will I get told if I have been offered the job?

At the conclusion of the selection process you will be notified of the outcome. If you were the recommended candidate you will be offered the position. If you were not the successful candidate you will be given feedback on your application and interview. The information may be valuable to help you in future job interviews.