



**Gladstone Ports  
Corporation**

Growth, prosperity, community.

# Job application guide

**GLADSTONE PORTS CORPORATION**



# About us

## GLADSTONE PORTS CORPORATION LIMITED

Gladstone Ports Corporation Limited (GPC) is a Government Owned Corporation (GOC) responsible for facilitating 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 operations 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, and quarantine and waste disposal services.

The Port of Gladstone is one of Queensland's largest multi-commodity ports 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

Our vision is 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:

### **Growth**

We are absolute in our resolve to make a difference. Better people and brighter prospects for future generations. We are not content to rest — we encourage high performance. Challenge with respect and courage in our endeavour to maximise our ports' contribution. We will always find a way.

### **Prosperity**

We are focused on facilitating prosperity for others that trade through our ports. Through our efforts, our customers, shareholders and ourselves will benefit. We will not take for granted what has been created, we will not let it slip, we are united in maximising the region's prosperity. We are proud people.

### **Community**

We are family. We look out for each other. We are respectful neighbours and contribute to our region. We treat our visitors and customers like we do ourselves. We empower people and avoid harm. We demonstrate humility and strive for our communities' implicit trust. We acknowledge all communities.

# 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 AND DIVERSITY

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 people;
- Torres Strait Islander people;
- Australian South Sea Islander people;
- people who have migrated to Australia and 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:

- As part of our Aboriginal, Torres Strait Islander and Australian South Sea Islander Engagement and Employment Strategy, GPC has a dedicated Mentor & Liaison Officer on board to support your application process with our Corporation. The Mentor & Liaison Officer can provide support such as application preparation, interview support, and can answer any questions you may have around future employment at GPC.

# 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](http://www.gpcl.com.au/careers/vacancies) or by contacting the Careers Team on (07) 4976 1686 or [careers@gpcl.com.au](mailto:careers@gpcl.com.au). Your application should include the following, unless otherwise specified:

- A brief cover letter;
- A written response to the Key Selection Criteria listed in the job advertisement;
- A resumé, including referees; and
- Electronic copies of licences, qualifications or tickets (where appropriate).

## 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 listed in the job advertisement when submitting your application. Failure to address the required key selection criteria will 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; and
- 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:

- Have the Position Description and Job Advertisement readily available for quick reference;
- Ensure you understand the role requirements and applicable key selection criteria and spend time preparing your key selection criteria responses before you respond, as these will form the basis for the further selection process (e.g. interviews);
- Include specific examples in your response;
- Make sure you respond to ALL key selection criteria listed in the job advertisement.

## 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 reverse 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 reverse 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 work 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 as these are required to verify that you meet the necessary requirements for the position.

**Please note:** GPC's online application form only supports Microsoft Office Word or Adobe Acrobat 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

Applications must be submitted online via GPC's website at [www.gpcl.com.au/careers/vacancies](http://www.gpcl.com.au/careers/vacancies).

Click the yellow 'Apply Now' button to be taken to the online application form. Here you will need 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 resumé and responses to the key selection criteria. GPC's online application form only supports Microsoft Office Word or Adobe Acrobat PDF documents.

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.

**Once you have submitted your application you will receive a confirmation email.**

# Our recruitment process

The recruitment process will help you understand the steps GPC follows when recruiting for a position. 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, where your information along with other applications is reviewed by the selection panel and assessed against the required key selection criteria. The most suitable candidates; as determined by the selection panel, are then shortlisted and these candidates will be invited to participate in further selection processes.

If an applicant does not meet a criterion that 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.

## 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 further expand on the information provided in your application.

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. Along with relevant specific role key selection criteria, the position description also contains other key selection criteria that will be evaluated at interview. Consider how you meet the job criteria and prepare examples to support your application
- 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 that 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 recent work-related referees; preferably direct supervisors and/or managers who can comment directly on your abilities in a work situation. The best referee is 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 appointed by GPC and will include drug and alcohol testing. The examination will be at GPC's cost.

## APPLICATION FEEDBACK

Due to the large number of applications received by GPC it is not possible to provide feedback to all applicants. Feedback is only generally available to applicants that are progressed through the recruitment and selection process to interview. Feedback may only be given once a candidate has been appointed to the position and the recruitment process for that role has concluded. Please contact GPC's Careers Team via email [careers@gpcl.com.au](mailto:careers@gpcl.com.au) to submit a feedback request.

## INDUCTION

Should you be successful in gaining employment with GPC, you will be required to undergo an employee induction program. 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.**



## **Gladstone Ports Corporation**

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