



JOB APPLICATION PACK

Thank you for your interest in working with Peel Hockey. Peel Hockey is affiliated with Hockey WA and is the home for hockey in the Peel region. Our primary objective is to provide hockey to the community; through the coordination of participation programs and competitions over the winter and summer seasons.

Our Mission: Provide excellent hockey experiences to the Peel community through quality facilities, competitions and programs.

Our Vision: Sustainably promote, develop and grow hockey for the Peel community.

Our Values: Enjoyment Respectful Positive Competitive

Peel Hockey is looking for a part-time Development Officer to work with the Board and Hockey WA to increase participation in hockey throughout the Region and to provide development opportunities for players, coaches and officials.

The Development Officer will work across five key areas identified by Peel Hockey. The first three, promotion, development and growth, directly related to the organisations vision; to sustainably promote, develop and grow hockey for the Peel community. The other two areas - governance and infrastructure are key elements to ensure the sustainability of the organisation, from an operational and financial perspective.

Peel Hockey base is located in Halls Head, Mandurah. The Development Officer will work throughout the Peel Region.

How do I apply?: Please read the following information to give you the best chance of success with your Peel Hockey job application.

- **Step 1: Read the Position Description:** The Position Description outlines the key responsibilities and the skills required for the position. The Position Description is used to assess your application, assess your performance once in the position and develop your skills.
- **Step 2: Prepare your application:** You will need to prepare a formal application and include a covering letter and your curriculum vitae or resume. Review the Position Description for specific direction on what your application needs to include.

Your covering letter will need to be concise (no more than 1,000 words) and specifically address the work related requirements and selection criteria detailed on page 6 of the Position Description.

Your curriculum vitae (CV or resume) should include:

- Your name, address and contact telephone number(s).
 - Your email address.
 - A concise description of relevant work experience, achievements and the dates of your employment.
 - Your education, qualifications and training courses.
 - Contact details of any referees.
- **Step 3: Submit your application** Your application will need to be submitted by the date and time stated in the advertisement.



Please give yourself enough time to complete your application as we are unable to accept applications past the date and time stated in the advertisement.

Your application is preferably submitted by email (in Word or PDF format) to admin@peelhockey.com.au

Applicants unable to email can post their applications to:

Confidential - Development Officer Application

Peel Hockey

PO Box 3405

Mandurah WA 6210

It is the applicant's responsibility to ensure that any emailed or posted information is received before the closing date and time stated. Peel Hockey will not be able to consider any applications received after the closing date and time.

- Step 4: Peel Hockey's recruitment process: Peel Hockey is committed to best practice recruitment standards. This ensures fairness in the process and that the most suitable person is appointed for the advertised position.

Peel Hockey will follow the principles stated below in our recruitment process:

- Conducting a thorough merit based assessment which matches a candidate's skills, knowledge and abilities relevant to the work-related requirements of the job and the outcomes sought.
- Making sure the process is open, competitive and free of bias and unlawful discrimination.
- Arriving at decisions that are transparent and capable of review.

- Step 5: Applicants suitable for interview: If you are assessed as a suitable candidate to progress to the next stage, then you will be invited to an interview conducted by a panel with representatives from Peel Hockey and Hockey WA.
- Step 6: Have I been successful?: We endeavour to notify you of the outcome of your application as soon as possible.
- Step 7: Successful applicant: Once the selection process is completed, if you are the successful applicant, you will be notified that you are the 'recommended applicant' for the position.

At the same time, unsuccessful applicants are also notified and offered the opportunity to seek feedback.

- Step 8: Unsuccessful applicants: If you have been unsuccessful, you will be notified by email of this when the selection process has been completed.