



## APPLICATION PACK

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### CAMPUS SERVICES ASSISTANT CAMPUS SERVICES, SYDNEY CAMPUS

Salary: \$67,045 per annum  
(inclusive of 12% Super and 17.5% Leave Loading)

- Providing general assistance with the maintenance to the Sydney Campus
- Utilise your experience to mentor others or further develop your own career
- Flexible working environment in the CBD

#### About the University

Notre Dame is a modern private University that embraces catholic intellectual tradition, with student experience, employment and graduate outcomes consistently among the best in Australia.

12,000 students are enrolled in our comprehensive range of undergraduate and postgraduate programs across Australia.

Additional information about the university can be found at our website at: [www.notredame.edu.au](http://www.notredame.edu.au)

#### About the role

The Campus Services Office, Sydney is looking to appoint a full-time grounds/maintenance Campus Services Assistant to provide general assistance with the maintenance of the Campus buildings and grounds. This is a varied role that provides the successful candidate with the opportunity to apply their trade skills in carrying out general maintenance tasks.

The successful candidate will be expected to effectively communicate with a range of people, to work well independently and as part of a team, to work flexible hours and to demonstrate superior customer service.

Some of the duties include:

- assist the Facilities Supervisor by carrying out new, preventative and corrective works according to trade qualifications;
- assist in the effective and timely provision of services across the Campus;
- contributing to the effective operation of the Campus Services department by identifying opportunities for improving procedures or services

#### Skills and experience:

1. Relevant trade qualification or relevant experience
2. Current Workplace Health & Safety General Construction Induction Certificate (National White Card) or eligibility to obtain within one month of commencing employment
3. Proficient with a range of power tools

This position reports to the Sydney Campus Services Manager

**Location:**

Broadway Campus:

[https://www.notredame.edu.au/data/assets/pdf\\_file/0024/2688/Map\\_Broadway\\_Site\\_May18.pdf](https://www.notredame.edu.au/data/assets/pdf_file/0024/2688/Map_Broadway_Site_May18.pdf)

**Closing Date:**

4pm, Monday, 18 February 2019.

**Enquiries**

Mr Craig Parkes | (02) 8204 4414 | [craig.parkes@nd.edu.au](mailto:craig.parkes@nd.edu.au)

(**DO NOT** email your application to this address. See “*APPLICANT COVER SHEET*” for instructions)

**How to apply**

Please continue reading for instructions on how to prepare your application.

## ABOUT THE UNIVERSITY AND THE OBJECTS OF THE UNIVERSITY

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The University of Notre Dame is a private Catholic university with campuses in Fremantle, Broome and Sydney. Notre Dame follows the tradition and practices of Catholic higher education which, for centuries, has offered leadership in university education. It is committed to a personalised education, underpinned by pastoral care and support for all its students. Degrees and courses are offered in the following disciplines: Arts & Sciences, Business, Education (Teaching), Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy & Theology.

The Sydney campus is located at Broadway and Darlinghurst with convenient access to public transport, student accommodation and essential amenities. Former churches, schools, and presbyteries have been sensitively and beautifully restored to form the beautiful Sydney campus. The restoration has returned them to their rightful position, historically, culturally and significantly, as Sydney heritage landmarks.

The core part of the redevelopment has been the major restoration to the historic St Benedict's and Sacred Heart Churches, which serves the parish and inner-city communities.

### **The Catholic Faith**

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is 'sanctification': making the world holy; bringing people to God through Jesus Christ. Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of activities and works; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's moral teaching—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some understanding of the Church's position, particularly as it reflects our own work and life, and a genuine respect for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.

In particular, please read our staff code of conduct and about the Catholic intellectual tradition:

<https://www.notredame.edu.au/staff/staff-resources/policies-and-procedures>

<https://www.notredame.edu.au/about/catholic-intellectual-tradition>

## THE OBJECTS OF THE UNIVERSITY

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The Objects of the University are -

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of –
  - (i) teaching, scholarship and research;
  - (ii) training for the professions; and
  - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))

## HOW TO PREPARE YOUR APPLICATION

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### **YOUR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:**

#### **Applicant Cover Sheet**

- Complete the Applicant Cover Sheet, located on the last page of this pack, and submit as part of your application.

#### **Cover Letter and Resume**

- Please outline your suitability for the role with your current resume. These documents should include your current contact details.

#### **Selection Criteria**

- On a separate document, you must address each criterion separately with its own heading demonstrating how you meet that particular essential or desirable criteria.

#### **Qualifications**

- If you are listing qualifications and training as part of your application in your resume, you should provide copies with this application.
- The University reserves the right to source reference the Applicant's qualifications and training with the relevant institution/s where the degree/qualification was earned.

#### **Referees**

- Be prepared to provide contact details of at least three referees who can comment on your work experience, ideally as a manager or supervisor. The University, however, reserves the right to contact referees not nominated by the applicant.

#### **Right to Work in Australia**

- You are required to submit evidence of your right to work in Australia as outlined by the Australian Immigration & Citizenship. One of the following will be required plus Passport: (Do not provide originals at this time)
  - ✓ Passport
  - ✓ Australian Certificate of Citizenship
  - ✓ If born before 20 August 1986, an Australian birth certificate
  - ✓ If born after 20 August 1986, an Australian birth certificate and proof at least one parent was born in Australia
  - ✓ Visa that entitles you to work in Australia **AND** a copy of your foreign passport showing your name, date of birth, issuing country and passport number.

#### **Other Clearances**

- A current Working With Children Check is requirement before commencing in this position.

### **PRIVACY STATEMENT**

The information provided in your application will only be used for the administrative purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <https://www.notredame.edu.au/home/privacy>

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email [Sydney.staffing@nd.edu.au](mailto:Sydney.staffing@nd.edu.au).

#### **How to apply**

- Please email your complete application to: [sydney.staffing@nd.edu.au](mailto:sydney.staffing@nd.edu.au)



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

## **POSITION DESCRIPTION**

### **CAMPUS SERVICES OFFICE SYDNEY CAMPUS**

### **CAMPUS SERVICE ASSISTANT (LEVEL 3, FULL-TIME)**

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The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

The Campus Services Assistant reports to the Campus Services Manager through the Campus Services Facilities Supervisor, and will be located on the Sydney Campus, Broadway and Darlinghurst sites.

#### **The duties of this position include, but are not limited to:**

1. assisting the Facilities Supervisor by carrying out new, preventative and corrective works according to trade qualifications;
2. assisting the Facilities Supervisor in carrying out general maintenance of buildings, plant and grounds;
3. assisting in the effective and timely provision of services across the Campus including:
  - a. waste and recycling
  - b. deliveries (onsite and offsite)
  - c. classrooms and lecture theatre set-ups
4. assisting with the maintenance of pool vehicles;
5. assisting with mail deliveries;
6. assisting with venue set-up for functions and special events, as required;
7. developing and maintaining positive working relationships with University staff;
8. managing safety and applying appropriate work practices to ensure safety of self and others;
9. contributing to the effective operation of the Campus Services department by identifying opportunities for improving procedures or services; and
10. other duties as directed by the Manager, Campus Services or their delegate.

## SELECTION CRITERIA

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### ESSENTIAL

1. Supportive of the Objects of Notre Dame as a Catholic university.
2. Current NSW driver's license.

### Qualifications and Experience:

3. Relevant trade qualification or relevant experience.
4. Current Workplace Health & Safety General Construction Induction Certificate (National White Card) or eligibility to obtain within one month of commencing employment.
5. Experience carrying out general maintenance and repairs

### Knowledge, Skills and Abilities:

6. Proficient with a range of power tools.

### Desirable

1. Current First Aid Certificate.
2. Experience with project/job estimation.
3. Experience in various trades.



THE UNIVERSITY OF NOTRE DAME AUSTRALIA

**APPLICATION COVER SHEET**

After you have read the job application pack, complete this page and submit with your application documents.

Name	
Email	
Position applied for	Campus Services Assistant
School / Department	Sydney Campus Services Office
Closing Date	18 February 2019
How did learn about this vacancy?	

Please check the following to ensure your application is complete:

- Cover Letter (optional)
- Resume or CV included
- Separate document with the explanation of how you meet each of the individual Selection Criteria included
- Copies of any relevant academic or training transcripts or qualifications included
- Copy of Work With Children Check included
- Copy of Passport included
- A form of Photo ID included (can include your work rights documentation such as passport)
- Documents showing you are legally allowed to work in Australia included (See "HOW TO PREPARE YOUR APPLICATION " in the application pack detailing the required documents)
- The application must be in **PDF** or Microsoft **Word** format
- The application must be less than 10 megabytes in size

A current Working With Children Check is requirement before commencing in this position.

- Yes  No Are you an existing UNDA employee? (includes sessional, casual or fixed term)
- Yes  No Do you authorise UNDA to contact your nominated referees?
- Yes  No Do you want to be considered for other similar vacancies at UNDA?
- Yes  No If required, do you give permission for UNDA to verify your work status with the Australian Department of Immigration & Citizenship?

If you have completed and checked the above items, please send your application to: [sydney.recruitment@nd.edu.au](mailto:sydney.recruitment@nd.edu.au)

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The information provided in your application will only be used for the administrative purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <https://www.notredame.edu.au/home/privacy>

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email [Sydney.staffing@nd.edu.au](mailto:Sydney.staffing@nd.edu.au).