

# Aboriginal Careers Applications and Interviews

## Aboriginal Careers: Applications and Interviews

### Register your interest

A number of mainstream positions will be targeted throughout the year to recruit Aboriginal people. A register of interest is available for Aboriginal job seekers to let us know they are interested in working with NSW Public Hospitals and Health Agencies in areas such as:

- Payroll
- Recruitment
- Food Services
- Finance
- Human Resources
- Linen Services
- Procurement
- Disability Services
- Infrastructure Office
- Clinical IT Programs
- Information Services
- Data Centre Reform
- Corporate IT Programs (non-clinical)

You can now submit your resume to [aboriginalcareers@health.nsw.gov.au](mailto:aboriginalcareers@health.nsw.gov.au)

### Applying for jobs online

Our positions are advertised online at:

- eHealth NSW jobs: <https://healthnswgov.referrals.selectminds.com/ehealth>
- HealthShare NSW jobs: <https://healthnswgov.referrals.selectminds.com/healthshare>

For recruitment to a Targeted Position for Aboriginal applicants you may either:

1. Complete the online application, or
2. Submit your application to [aboriginalcareers@health.nsw.gov.au](mailto:aboriginalcareers@health.nsw.gov.au).

Targeted Positions for Aboriginal applicants will feature online and with Employment Services. Job advertisement will clearly indicate if a position is targeted for the recruitment of Aboriginal people.

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Advertisements for targeted positions will include the following:

*“This is a targeted Aboriginal Position. Preference will be given to applicants of Aboriginal descent. Exemption is claimed under Section 21 of the [Anti-Discrimination Act 1977](#)”.*

In the event there are no suitable Aboriginal applicants, mainstream internal applications will be considered. To be eligible mainstream internal applicants must be a current permanent employee of NSW Health or have been continuously employed for more than 12 months on a temporary contract/s and been through a merit selection process.

If you have any questions or require assistance, please contact our Aboriginal Workforce team by email [aboriginalcareers@health.nsw.gov.au](mailto:aboriginalcareers@health.nsw.gov.au) or by calling 1800 004 546.

## Interview and assessment

When your resume is received on the Aboriginal careers email account, an Aboriginal Workforce team member will contact you to discuss your career interests and the steps to completing your application.

Aboriginal job seekers can be considered for recruitment to a Targeted Position based on your knowledge and experience. Pre-interviews are arranged throughout the year in city, metropolitan and country locations.

An application submitted through HealthShare NSW jobs online requires each selection criteria to be completed and a copy of your current resume. Applications are assessed by a selection panel of two or more people.

During the interview process for recruitment to Targeted Positions, we will work to ensure there is an Aboriginal panel member. If an Aboriginal person is not available, panel members will have received Aboriginal Cultural Awareness Training.

The selection panel for Targeted Positions assesses your application against the selection criteria of the position. If you are called for an interview, you will be asked questions related to the duties of the position and the advertised selection criteria. Aboriginal cultural knowledge is not an essential qualification for Targeted Positions.

Targeted Positions are mainstream positions that have been identified to provide an opportunity for Aboriginal job seekers to apply.

During the interview applicants will need to demonstrate their Aboriginality, either by providing Confirmation of Aboriginality documentation or by assessment during the interview process.

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Answers to questions asked by the panel should show that the applicant meets the three determining criteria in the NSW *Aboriginal Land Rights Act 1983*. The applicant must:

1. Be of Aboriginal descent
2. Identify as an Aboriginal person, and
3. Be accepted by the Aboriginal community in which he or she lives or has lived.

Applicants must also meet the wider selection criteria for the position.

Applicants may also be asked to tell the panel more about particular details of their application.

Applicants will be able to ask questions about the position and provide the panel with more information to help your application.

Following the interview, the panel will discuss which applicant best meets the selection criteria. A recommendation is then made to either offer the position to the best applicant or take further action (for example, readvertise the position).

## Criminal record check

NSW Health requires that criminal record checks are undertaken for all positions. Consideration is given when a criminal record check is undertaken for an applicant of Aboriginal descent.

Aboriginal people of NSW have higher rates of contact with both the court and prison systems than non-Indigenous people. Historically, there has been an over representation of Aboriginal people within the NSW Criminal justice system which continues to impact on Aboriginal people today.

This does not necessarily disqualify applicants recommended for selection. If rejection of your application is considered purely because of a criminal record check, you will be given the opportunity to discuss the matter fully before a final decision is made. All candidates must read and sign the Criminal Record Check Consent Form at the interview.

## Identification evidence check

All interview candidates within eHealth NSW must complete an Identification Evidence Checklist Form at the interview. Please ensure you bring proof of identity documentation, including drivers licence, birth certificate, passport, Medicare card, etc.

## Interview feedback

You will be advised in writing of the result of your application after the selection process is completed. If your application is unsuccessful, you may wish to contact the convenor of the selection panel for feedback.

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If your application is successful the HealthShare NSW Recruitment Unit will prepare and issue you with a formal letter of offer once all the necessary pre-employment checks have taken place.

## Further information

For more information please contact:  
Manager Aboriginal Workforce  
Phone: 1800 004 546

Within NSW Health the term Aboriginal is used in preference to Aboriginal and Torres Strait Islander in recognition that Aboriginal people are the original inhabitants of NSW. For the purpose of this factsheet, the term Aboriginal refers to both Aboriginal and Torres Strait Islander people.