

Information Package



Thank you for considering Marathon Health as your next employer. We deliver accessible, quality health and wellbeing services and programs to rural, regional and remote communities. We have a strong positive workplace culture, and were awarded *2017 NSW Business Chamber Regional Business of the Year* and *2017 NSW Business Chamber Employer of Choice*.

This Information Package is designed to tell you more about the role and explain the application process.

If you have any questions after you have read this document, please refer them via email to hr@marathonhealth.com.au.

Benefits of Employment

Our staff benefit from genuine work / life balance, up to \$15,900 tax free salary packaging per annum, and other generous employee conditions and opportunities including:

- Exposure to rural and remote service delivery;
- 5 weeks annual leave per annum;
- Extra paid leave days over Christmas / New Year shutdown;
- A professional development allowance of \$1,500 per annum (after probation);
- Access up to 5 days paid study leave per annum;
- Support and learning opportunities that come from working in a multi-disciplinary team; and
- Dynamic working environment with both clinical and project work.

Organisational Context

Marathon Health, an independent profit-for-purpose organisation, delivers the best coordinated healthcare in country Australia. A key strategic goal of Marathon Health is the implementation and successful performance of health and wellbeing initiatives and services with a focus on Aboriginal health, mental health, preventative health, early intervention services, and services to support members of our community with a disability.

Marathon Health will strive to achieve this through developing integrated and coordinated services that are accessible, high quality and will improve the patient experience in out of hospital health care. At Marathon Health we consider our people to be our most valuable resource.

Guidelines for Applicants

These guidelines aim to assist you in submitting applications for advertised vacancies with Marathon Health.

Applying for a position

The following may assist you in preparing your application:

- Obtain and carefully read the Information Package *and* the Position Description for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If required, seek clarification or additional information on the organisation and/or the position.
- Decide whether you possess, and can demonstrate, your skills and experience against the required skills and experience.
- When writing your cover letter to address the Selection Criteria (shown on the Position Description) provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took, and summarise the subsequent result. Keep your responses concise and in addition to your resume.

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- Be aware of the closing date. If, for any reason you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids) when attending interview, please discuss these with the contact person when the interview is being arranged.

What you need to include in your application

Marathon Health uses a streamlined approach to recruitment. Your application should include:

1. A Cover Letter introducing yourself, outlining your interest in the position, and concisely addressing your experience against the required and desirable Selection Criteria (as listed on the last page of the Position Description); and
2. Resume/Curriculum Vitae (CV) that should include:
 - a. contact details including telephone number and email address
 - b. education/qualifications
 - c. an employment history summary including (for each position):
 - i) the employer
 - ii) start and finish dates
 - iii) your position/title
 - iv) your responsibilities and achievements in the position
 - d. any relevant professional registrations and/or memberships

You do not need to submit copies of your identification or qualifications. If required, these will be checked later in the recruitment process.

References do not need to be included in your application. Referees will only be contacted if required, and your permission to contact them will be sought first.

Submitting your application

Applications should be submitted via the SEEK website only.