



Office Use Interview Yes / No
Notified of Interview Date: / / Time: am/pm

**STATE TRANSIT AUTHORITY OF NEW SOUTH WALES  
APPLICATION FOR EMPLOYMENT**

*Equality of employment opportunity and appointment on merit  
are State Transit policies.*

<p><b>Vacancy Details</b></p> <p>Vacancy No: _____</p> <p>Position Applied for: _____</p> <p>Section/Depot: _____</p>
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<p><b>Name and Contact Details</b></p> <p>Title: Mr / Mrs / Miss / Ms</p> <p>Surname/Family Name: _____</p> <p>First/Other Names: _____</p> <p>Address: _____</p> <p>Daytime Contact Number: _____</p> <p>Mobile Phone: _____</p> <p>Email Address: _____</p>
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Have you previously worked or currently work for State Transit?

No                      Yes

If you have previously worked for State Transit, provide details in your application, including former names you have worked under, locations and dates of your previous employment.

If you currently work for State Transit, provide details in your application, including current position, grade, staff number and location.

Have you worked for the NSW Public Service                      No                      Yes  
NSW Declared Authority or other Government  
Employer?

If yes, provide details in your application.

Have you ever had any workers compensation                      No                      Yes  
claims in the past or suffered from any illness or  
disability, which may affect you in the position, you are applying for:

If yes, give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You can only be permanently appointed to State Transit if you:

- are an Australian Citizen or have the status of permanent resident in Australia;
- give us proof of identity (and any other documents we require);
- successfully pass a health assessment as determined by the position and
- provide proof of any qualifications required for the position.

If you have any queries regarding your application, please contact the Recruitment Unit on 9245 5333 to be put in touch with the Coordinator of the position.

If you are called for an interview and have any special requirements (e.g. wheelchair access to building, interpreter for hearing impaired persons), please advise the Contact person for the vacancy. The NSW Government is not required to refund any costs associated with attending the interviews or tests.

Note: State Transit may require that a check for a criminal record be run on some applicants recommend for appointment to “sensitive” positions. This does not necessarily disqualify applicants from selection. If rejection of your application purely because of criminal record is considered, you will be given the opportunity to discuss the matter fully before a final decision is made.

To enable this check to be carried out, please provide us with the following information:

Date of Birth: \_\_\_\_\_

Town and Country of Birth: \_\_\_\_\_

**Advertising Details**

How did you find out about this position (please tick one box)?

Sydney Morning Herald  
 Daily Telegraph  
 Public Sector Notices  
 Jobs.NSW website  
 Sydney Buses Website

Jobsearch  
 Seek  
 MyCareer  
 CareerOne  
 Transit Times

Other

**If other, please provide details here:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Declaration**

*I certify all the information given in this application is true and correct, and I allow State Transit to obtain information about my previous work history. I understand that false information may lead to my application or employment being cancelled*

Signature

Date

**IF YOU HAVE SUBMITTED THIS FORM ELECTRONICALLY, YOU WILL BE ASKED TO SIGN THIS FORM DURING THE INTERVIEW, IF INVITED TO ATTEND.**

**PLEASE ENSURE YOU HAVE ATTACHED YOUR RESUME AND CLAIM FOR THE POSITION WITH THIS FORM.**



## RESPONSIBILITIES UNDER THE PASSENGER TRANSPORT ACT 1990 & OCCUPATIONAL HEALTH AND SAFETY ACT 2000

All Transport Safety Workers are expected to have a zero blood alcohol content (regarded as less than 0.02 mg/ml).

### TRANSPORT SAFETY EMPLOYEE

The Passenger Transport Act defines a Transport Safety Employee as:

- \$ an employee or contractor of an accredited service operator who performs transport safety work;
- \$ an individual who is an accredited service operator and who performs transport safety work.

Transport Safety Employees at State Transit therefore include the Chief Executive and senior executives; those working with the movement of buses; those working on or about the maintenance of buses or any State Transit infrastructure (including contractors and consultants); and those involved in the development, management or monitoring of safe working systems.

Employees must:

- \$ Report for work free from the influence of alcohol and other drugs.
- \$ Not use or keep any alcohol or any alcoholic substance at work or at any State Transit location whilst on duty or whilst on an authorised break.
- \$ Be aware of the Blood Alcohol Concentration limits that apply to their position and be free from the influence of drugs whilst at work, as required by relevant legislation.
- \$ Check with their doctor if taking prescription medicine to be sure that they are okay to work safely in their current job while taking the medication.
- \$ Check with the pharmacist if taking over the counter medication to be sure that they are okay to work safely in their current job.
- \$ Not use, keep or sell any illegal drugs at work or at any State Transit location.

The majority of State Transit employees are Transport Safety workers. Whether you are a Transport Safety Employee or not, State Transit's Alcohol and Other Drugs policy ([POL 72](#)) is absolutely clear: you must not be affected by alcohol or any other drug while you are doing your work. Drinking or taking drugs in the 24 hours before you work can make you dangerous to yourself and others who depend on you.

### HOW MUCH IS TOO MUCH FOR 0.02 BAC?

IF YOU ARE A MALE: No more than 4 standard drinks in the 12 hours before you report to work with NONE of those being drunk in the last 6 hours before you report to work.

IF YOU ARE FEMALE: No more than 2 standard drinks in the 12 hours before you report to work with NONE of those being drunk in the last 6 hours before you report to work.

NOTE: If you binge drink at any time during the 24 hours before you report to work you may be over 0.02 BAC

## Getting that job

### Introduction

You have obtained this booklet because you are about to apply for a position and want some help and advice. This brochure is designed to assist you in applying for a job in State Transit.

As part of the NSW Government's Equal Employment Opportunity policy employees are selected on merit. Merit selection means the person whose skills, knowledge and experience best match the job requirements will be selected. Put simply, Merit Selection is about ensuring that the best person for the job actually gets the job. This is good for the employee and good for the organisation.

This brochure is a simple "user's guide" to applying for a job in State Transit.

Use the information in it to help you, and ask the recruitment staff if you need more information or assistance.

Note: For permanent jobs, you need to be an Australian citizen or a permanent resident.

## 1. Getting Started

### Read the job advertisement carefully

All State Transit job advertisements identify 'selection criteria' which relate to the qualifications, experience, skills, knowledge and abilities that must be possessed to perform the job. Generally, you should meet each of these to be to be considered for an interview.

Advertisements also have a brief description of the job, the name of the inquiries person, an address and a closing date for applications.

Read the job advertisement carefully and make a note of anything you don't understand so you can ask questions. Keep a copy of the advertisement for future use.

### Telephone the inquiries person

You can obtain more information about the position by phoning the inquiries person named in the advertisement. Speak to them after you have read the information package so your questions will be more relevant. Speaking to the inquiries person will help you decide whether to apply for the job, and which of your skills, knowledge and experience to emphasise in your application.

### Find out about Merit Selection

You may have a general idea of how merit selection operates in State Transit. However, make sure you are familiar with the rules. Don't rely on what other people think they know about it. If you are unsure about merit selection, find out for yourself. Contact the Recruitment personnel if you have any questions.

Merit selection is about taking a professional approach to selection.

The basis of State Transit's Merit Selection Policy is that an individual's merit for the job is what determines who is appointed.

## 2. Writing your application

It is important to prepare a good application for the position, as it will be used to decide whether you will be selected for an interview. A good application shows why you are the best person for the job, and how your skills, knowledge and experience match the selection criteria.

### The covering letter

A covering letter needs to be included as part of your application. As a guide your covering letter should state the position you are applying for, where the position was advertised, the closing date and your name and contact number.

### The application or 'claim for the position'

This is the most important part of the application as it addresses how you meet each of the selection criteria and demonstrates to the selection panel that you have the right mix of skills, knowledge and experience to do the job.

Remember it is not sufficient to simply state that you meet the selection criteria – you must prove it. If you don't, your application may be culled because it is not competitive with others.

Your application should be typed if possible. Express yourself in a clear, concise fashion. Ensure you check the grammar and spelling.

Your claim for the position is your opportunity to sell yourself and make a good impression.

Make a **separate heading** for each selection criterion. For each one, describe your skills, knowledge and experience and show how they could be used in the job. Emphasise your major achievements and use positive language such as "In my current role I take responsibility for..." rather than "I have limited experience in..."

### Some key words in selection criteria

Selection criteria are divided into different levels, varying from "demonstrated" which means you will need to show you have had previous practical experience, to "ability" which means you must at least show potential in that area.

**'Demonstrated Knowledge':** You need to give examples that prove you have this area of knowledge.

**'Ability to':** You do not need to have done this kind of work before, but your skills, knowledge and experience must show that you are capable of doing this part of the job. Describe things you have done which prove you could do this kind of work.

**'Experience in':** You have to show that you have done this work before. Ensure you provide examples.

**'Effective, Proven, Highly developed, Superior':** These terms are asking you to show your level of achievement. Give as much detail as you can using examples of your achievements to show your level of skills, knowledge and experience.

**'Good communication skills':** This is not about whether you speak English with an accent. This is about showing you have the communication skills needed to do the job. You could include: experience in dealing with people, details of things you have written, and examples of problems you have solved using your communication skills.



### The resume

A resume or curriculum vitae is a clear, concise and up to date document that outlines your:

#### Personal Details

This section should contain your name, address, home and work contact numbers.

#### Education and Training

This section should specify the level of formal education you have obtained, any relevant training courses you have attended and any qualifications you have achieved. You should include photocopies of relevant trade certificates and qualifications. However, if you are attaching photocopies of certificates and references, ensure that they are strictly necessary as unnecessary detail can make your resume untidy and confusing.

#### Employment History

This section should include details of your employers, the positions you have held, the period of your employment in each position, the main duties and responsibilities of each position. Write this section in a way that allows anyone who has not worked in that area to understand what the position involved.

#### References

You should include the names, addresses and telephone numbers of at least two people who can provide a work related reference. The referees should have some knowledge of your ability and achievements in your employment history. Ensure that you have contacted those people whom you have nominated and have obtained their consent.

### Review and check your application

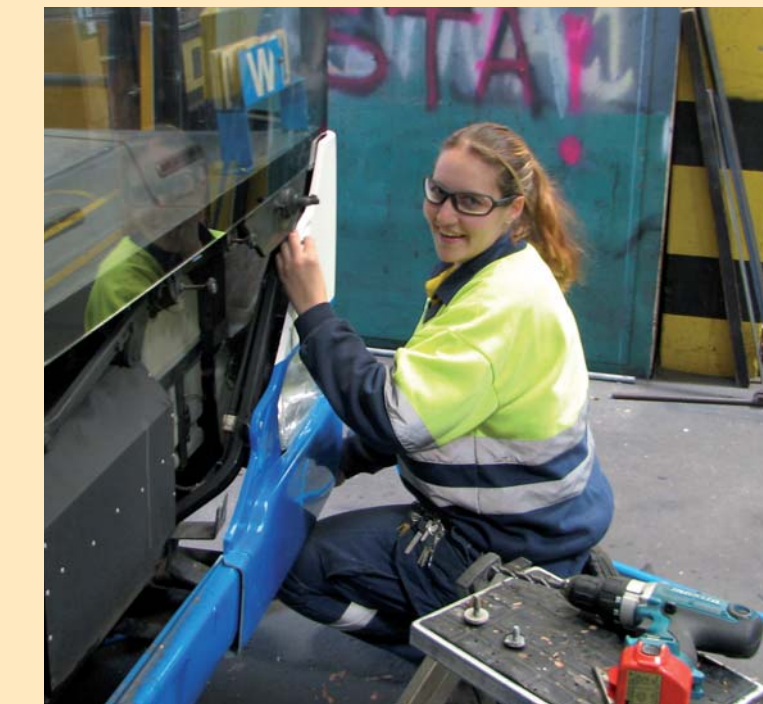
Read your application again. Check that it makes sense and has no errors. When you are satisfied with your application get someone else to read it and listen carefully to their comments. Make sure the relevant recruitment personnel receive your application before the closing date or your application will not be considered.

### The application form

A job application form will be in the information package. Complete this form and enclose it with your application.

Remember:

- Start early and give yourself plenty of time
- Selection is a competitive process and your application may be one of many



# Interview & selection



A user's guide to  
merit selection  
in State Transit  
**APPLY NOW**



### 3. Interview and Selection

Selection will be conducted by a committee of two/three people.

#### Short-listing

The selection committee will assess all applications against the selection criteria to decide who will be interviewed. Applicants who best meet the selection criteria will be called for an interview.

#### Interview Preparation

If you are chosen for an interview, you should prepare carefully. You will have at least three working days to get ready. The first step is to think about what sort of questions the committee is likely to ask you. The interview questions will be based on the selection criteria, so read the criteria again and think of possible questions. Are there any Acts, Policies, Procedures, Reports or Documents that you need to familiarise yourself with?

It is also a good idea to ask other people for their suggestions and practice your answers out loud. Interviews are like public speaking – prepare and rehearse as much as you can.

The selection committee may use a number of methods to assess your ability to do the job including work samples or tests. If you have not been told what to expect, you can telephone and ask if there will be a test or exercise as well as the interview. The selection committee will be looking for your ability to perform in the position. Consider the requirements and challenges of the job and how your skills, knowledge and experience will help meet them.

The committee will be keen to hear what experience you have in the relevant areas and what skills you have developed. Read your application again and decide which points you want to emphasise in the interview.

#### At the Interview

Ensure that you are well dressed for your interview. Aim for a balance between being smart, well groomed and comfortable. The interview panel will greet you. Respond in a friendly manner. Make sure you seat yourself comfortably.

When answering questions remember:

- Listen carefully and don't rush your answers – it is OK to take your time and think before you answer
- If the question is unclear, ask for it to be explained
- Summarise the key points of your answer and then go back and elaborate on them. This will prevent you from rambling and you will be more likely to cover all aspects of the question
- Give examples from your experience with each answer
- Give complete answers – don't assume you can omit details
- Speak clearly and enthusiastically

#### DO:

- Smile at the interviewers when you meet them and when you leave
- Maintain eye contact during the interview
- Sit upright and lean forward
- Answer the question you are asked, not the one you'd like to answer

- Give answers which emphasise your achievements and strengths
- Be willing to defend your point of view in a friendly manner

#### DON'T:

- Slouch in the chair
- Fidget
- Panic if there is a period of silence – don't talk for the sake of talking as the panel may need time to write your responses
- Chew anything during the interview
- Be evasive in your answers
- Try to bluff or boast
- Argue with the committee
- Allow yourself to be put off by the committee's reactions to an answer
- Speak too quickly

At the end of the interview, ask any questions you may have about the job. This is also an opportunity to talk about any relevant skills or abilities you have which may not have been covered in the interview

#### Referee Checks

Your referees will be contacted if you are one of the best applicants for the job.



### 4. What happens next?

If you are selected for the job you will be telephoned with a job offer. You may be asked to provide some documents (for example, birth certificate, evidence of citizenship/resident status). There may also be some pre-employment checks (for example health assessments, criminal record checks). The offer will then be confirmed in writing. If your application is unsuccessful, you will receive a letter. You have the opportunity to obtain feedback as to why your application was not successful. Speak with the convenor of the selection committee and ask specific questions. Take advantage of the post interview feedback that is available to you. Information like this may not be pleasant to receive, however, it can be of great help. Look on the bright side – you will be better prepared next time.



For more information please contact the Recruitment Section on (02) 9245 5333 or visit our websites –

[www.sydneybuses.nsw.gov.au](http://www.sydneybuses.nsw.gov.au)  
or  
[www.betterbenefits.com.au](http://www.betterbenefits.com.au)

### Depot Locations:

#### Brookvale

630-636 Pittwater Rd, Brookvale 2100  
General Enquiries: (02) 9941 5816

#### Burwood

Cnr Parramatta & Shaftsbury Roads, Burwood 2134  
General Enquiries: (02) 9582 4444

#### Kingsgrove

Cnr Omnibus Rd & Richland St, Kingsgrove 2208  
General Enquiries: (02) 9582 3015

#### Leichhardt

Cnr William & Derbyshire Sts, Leichhardt 2040  
General Enquiries: (02) 9582 5950

#### Mona Vale

58 Darley St, Mona Vale 2103  
General Enquiries: (02) 9997 1257

#### North Sydney

359 Ernest St, Neutral Bay 2089  
General Enquiries: (02) 9245 5260

#### Port Botany

1 Bumborah Point Rd, Port Botany 2036  
General Enquiries: (02) 9582 7614

#### Randwick

36 King St, Randwick 2031  
General Enquiries: (02) 9298 6711

#### Ryde

49-75 Buffalo Rd, Ryde 2112  
General Enquiries: (02) 9941 6814

#### Waverley

Cnr Oxford St & York Rd, Bondi Junction 2024  
General Enquiries: (02) 0298 6623

#### Willoughby

Cnr Stan & Ann Sts, Willoughby 2068  
General Enquiries: (02) 9941 9214

### Newcastle Buses Depots:

#### Belmont

2 Floraville Rd, Belmont 2280  
General Enquiries: (02) 4945 0333

#### Hamilton

Cnr Denison St & Gordon Ave, Hamilton 2303  
General Enquiries: (02) 4974 1600

### Transit Way

#### Western Sydney Buses

9-19 Bonnyrigg Avenue Bonnyrigg 2177  
General Enquiries: (02) 9610 774

Adapted from 'Looking for Work with NSW Government: Information for our Diverse Community' published by the Office of the Director of Equal Opportunity in Public Employment and NSW Premier's Department.

# Getting that job



A user's guide to  
merit selection  
in State Transit  
**APPLY NOW**



# **STATE TRANSIT**

## **POSITION DESCRIPTION**

**POSITION:** Regional Fleet Condition Officer

**DIVISION:** Sydney Bus Regions and Newcastle Region

**REPORTS TO:** Regional Fleet & Facilities Manager

**GRADE:** Clerk Special Grade

**DATE:** Minor Update January 2009

### **PRIMARY OBJECTIVE(S)**

- Create and maintain MIMS schedules for all periodic planned fleet maintenance activities for the region, and conduct heavy vehicle safety inspections and coordinate planned periodic maintenance activities in accordance with State Transit policy and statutory requirements.
- Provide support to achieving State Transit's performance objectives for quality, safety and efficiency improvements.

### **ORGANISATIONAL ENVIRONMENT**

The State Transit Authority, which is the largest bus company in Australia, plans and operates bus services in Sydney, and bus and ferry services in Newcastle. It employs approximately 4,700 staff and has an annual turnover of over \$540 million. It carries more than 600,000 passengers per business day, on over 15,000 services. The fleet comprises over 1,925 buses and 2 ferries, which are used mainly for regular passenger services.

The Authority currently runs three businesses:

- Sydney Buses (including Explorer Transit Buses) which operates 4 of the 15 Metropolitan Bus Service Contracts;
- Newcastle Bus and Ferry Service in line with an Outer-Metropolitan Bus Service Contract; and
- Western Sydney Buses, a subsidiary which operates the Liverpool to Parramatta Transitway.

The 7-year contracts are established between the STA and the Ministry of Transport; and at renewal the STA will compete with other service providers for these contracts. The STA is obliged to deliver the services and meet the standards established in each of the contracts in a complex regulatory framework.

The aim of State Transit is to deliver passenger services that are safe, efficient, comfortable, convenient and reliable, with courteous and professional staff. State Transit is subject to control by several statutory and regulatory requirements, including the Transport Administration Act and Passenger Transport Act. State Transit is a Registered Training Organisation, and is also certified as a quality endorsed organisation under ISO 9001.

The State Transit Authority is split into five regions (Eastern region, Northern region, Southern region, Western region and Newcastle region); a General Manager runs each region including the contracts for the routes and services in that region. To support the regions and manage the wider business are corporate and other service functions, namely: Planning, Finance and Administration, Human Resources, Safety, Operational & Fleet Support and Corporate Governance.

## **REPORTING RELATIONSHIPS**

The Fleet Condition Officer position reports to the Regional Fleet and Facilities Manager.

There are no direct reports to the Fleet Condition Officer. However, the position will supervise and direct trades and non-trades depot employees allocated to assist with safety inspections and /or projects.

## **KEY CHALLENGES**

- Effective identification of work to be carried out on the regions bus fleet and ensuring information records reflect the condition of the bus fleet with stringent accuracy, quality and consistency at all times.
- Undertaking technical research and assisting with the development and establishment of effective systems and standards that achieve key performance objectives in relation to costs, work quality, fleet safety and availability in accordance with State Transit's performance objectives.
- Researching and keeping up to date with technological change, advanced diagnostic repair and/or inspection requirements for new buses.

## **SPECIFIC ACCOUNTABILITIES**

1. Create and maintain MIMS schedules for all periodic planned fleet maintenance activities for the region in accordance with State Transit policy.
2. Conduct heavy vehicle safety inspections and coordinate planned periodic maintenance activities in accordance with State Transit policy and statutory requirements.
3. Update and maintain accurate fleet maintenance information and records, both manual and computerised, on the inspection process and

other maintenance activities as required. Research and report on fleet maintenance records as required.

4. Assist in the application of technical standards in depots to promote standardisation of systems and methods that deliver improved fleet quality, safety, availability, reliability and cost. Effectively implement solutions.
5. Conduct quality assessments as required and present results in a timely and efficient manner using manual and computerised systems.
6. Maintain technical information, libraries and databases in consultation with EP&S. Assist with the documentation of comprehensive technical instructions as required. Assist in researching technical issues.
7. Supervise and direct allocated trades and non-trades depot employees to effectively complete vehicle inspections, repairs and /or projects where required.
8. Assist with and report on adherence to warranty procedures in accordance with State Transit requirements.
9. Carry out procurement research and advise on financial savings and improved quality. Maintain accurate Associated Parts Lists (APLs) in computerised inventory systems as required by the depots and the region.
10. Responsible for researching technical issues in consultation with Engineering Policy & Standards (EP&S) that contribute to the establishment of improvement maintenance policies, standards and instructions.
11. As required, support and assist the region with maintenance operations to achieve compliance with State Transit's Occupational Health and Safety System, Environmental Management System, and Quality System (BMS).
12. Carry out project work as required by the Regional Fleet and Facilities Manager.

## **KNOWLEDGE AND EXPERIENCE**

- Qualified and experienced tradesperson with a successfully completed and appropriate trade certificate or other relevant qualifications.
- Heavy Vehicle Inspection Scheme (HVIS) authority with the Roads and Traffic Authority (RTA) or ability to obtain this provision.
- Hold or are able to obtain a Motor Vehicle Repair Industry Authority (MVIRA) certification for CNG powered vehicles.
- RTA Medium Rigid (MR) driver's licence or an ability to obtain this provision.

- Heavy Rigid (HR) driver's licence or ability to obtain this provision.
- Demonstrated front line management experience or equivalent, or commitment to undertake relevant units of Frontline Management training.
- Knowledge of State Transit's bus fleet, servicing, fault diagnosis, and maintenance and repair requirements.
- Experience in taking prompt corrective action, meeting operational demands and compliance with standards, regulations and performance objectives.
- Well developed communication and interpersonal skills to supervise and direct staff, and liaise with depot management, government agencies, suppliers and contractors.
- Demonstrated ability in supplying clear and concise reports.
- Demonstrated ability to research, develop and interpret standards, and diagnose and solve maintenance problems.
- Well developed analytical and problem solving skills.
- Demonstrated knowledge of, and/or ability to apply, contemporary bus engineering maintenance, standards and regulations applicable to heavy vehicle repair, maintenance and reconditioning.
- Experience and knowledge of computer based planning systems and the ability construct and maintain schedules for planned activities.
- Able to research inventory requirements and possess a basic understanding of State Transit purchasing and inventory procedures.
- Experience and understanding of quality systems and continuous improvement as defined by the applicable Australian Standard AS9001.
- Sound understanding of the Occupational Health and Safety Act 2000 and its application in the workplace.
- Integrity and commitment to ethical practice, EEO, equity and diversity.

## NEWCASTLE REGION

**POSITION TITLE:** Regional Fleet Condition Officer\*  
This position has been classified as that of a Transport Safety Employee

**POSITION NO:** STA10/018

**LOCATION:** Newcastle - Hamilton

**GRADE:** Clerk Special Grade

**SALARY:** \$65,319 - \$72,036 per annum  
(including Industry Allowance \$2,154 p.a.)

**CONTACT:** For Information packs visit [www.newcastlebuses.com.au](http://www.newcastlebuses.com.au) and for further job enquiries contact Greg Brooks, Regional Fleet & Facilities Manager, Newcastle – (02) 49741670.

**CLOSING DATE:** Friday 26 March 2010

### PRIMARY OBJECTIVE:

- Conduct heavy vehicle safety inspections and coordinate planned periodic maintenance activities in accordance with State Transit policy and statutory requirements.
- Provide support to achieving State Transit's performance objectives for quality, safety and efficiency improvements.

### SELECTION CRITERIA:

- Qualified and experienced tradesperson with a successfully completed and appropriate trade certificate or other relevant qualifications; and hold or have the ability to obtain the following provisions:
  - Heavy Vehicle Inspection Scheme (HVIS) authority with the Roads and Traffic Authority (RTA);
  - Motor Vehicle Repair Industry Authority (MVRIA)
  - RTA Medium Rigid (MR) driver's licence; or Heavy Rigid (HR) driver's licence.
- Knowledge of bus fleet, servicing, fault diagnosis, and maintenance and repair requirements.
- Experience in taking prompt corrective action, meeting operational demands and compliance with standards, regulations and performance objectives.
- Well-developed communication and interpersonal skills to supervise and direct staff, and liaise with depot management, government agencies, suppliers and contractors.
- Demonstrated ability to supply clear/concise report and to research, develop and interpret standards, and diagnose and solve maintenance problems.
- Demonstrated knowledge of, and/or ability to apply, contemporary bus engineering maintenance, standards and regulations applicable to heavy vehicle repair, maintenance and reconditioning.
- Demonstrated ability in conducting quality assessments and to present results using manual and computerised systems.
- Demonstrated front line management experience or equivalent, or commitment to undertake relevant units of Frontline Management training.

**Applications emailed to:** .All applications must be submitted by email to [jobs@sta.nsw.gov.au](mailto:jobs@sta.nsw.gov.au) with the subject title Regional Fleet Condition Officer Newcastle.

***\*Advertised internal and external***