

### ***Looking For Work In Remote Communities?***

Don't know where to start? It's a fact that most positions aren't advertised nationally and so your chances of finding anything suitable are diminished. Enter the Trans database. Used as a first stop for remote employers, your representation on the database could increase your chances of securing positions in the regions you choose.

Trans responds to direct requests from remote employers. We don't canvass employers but our services are well-known and our client regions and localities are steadily growing in number all the time. As such, we can't guarantee that a position will become available but there's no doubt that being registered is worth it.

### ***How Does It Work?***

Firstly, the employer must provide us with a minimum amount of information in order to register their position with us. This minimum standard includes not only information on duties and entitlements but also community profiles, transport and accommodation details. The employer will generally provide us with a person specification outlining required experience and/or qualifications. Once this information is received we conduct a preliminary database search to identify potential nominees. We will offer the employer some feedback about our nominees but your details (including your name and current place of employment) will not be issued until permission to do so has been given by you. We will contact you and forward the position information to gauge your interest. If you wish to be nominated then your referees will be contacted and your details will be issued to the employer. From this stage onwards the process is in the hands of the employer and responsibility for selection rests with them, not with Trans. You will, however, be contacted by us to advise of any outcomes. Recruiting for remote area positions is very competitive and nomination does not guarantee an interview or placement.

### ***What Do We Look For?***

You should consider what's involved in remote living before you make the decision to register, and we can help you out by discussing any concerns or by putting you in touch with a current remote area worker. We want to have your questions answered.

We're looking for people who have a genuine interest in working within indigenous organisations and who have skills that can be applied effectively and creatively. We don't rigidly categorise our candidates un-

less they specifically request us to do so - we're most interested in your ability and proven track record in performing relevant tasks and working as part of a team. You don't always need experience working in remote areas or with Aboriginal organisations. You do, however, need to be flexible, have a positive outlook, tact and consideration for those that work around you. You'll need to be prepared for the ups and downs of remote living and have an awareness of contemporary Aboriginal issues. Be ready for change and be open to new ideas - some of your assumptions may be challenged so you should be comfortable with these possibilities. Be open to new social scenarios and recreational interests. Remember that life in a remote community is not all that different from living in any other small town.

### ***How Are Interviews Arranged?***

Trans promotes a process which we believe to be the most practical in terms of fairness and of long-term benefit (ie: costs, retention rates). As we require a minimum standard of information from database candidates (jobseekers), so too, do we expect a similar commitment from our client employers. We encourage employers to conduct telephone or videoconferencing prior to selecting short-listed candidates for on-site interviews.

### ***Who pays for the cost of travel and accommodation to and from interviews?***

These costs are payable by the employer. However, you may be responsible for some meals and beverages. Telephone charges accrued at any accommodation on your interview trip are your responsibility.

### ***Who pays for travel to your new job?***

There will be a relocation condition in your employment contract or job description. The costs of personal travel to your new place of employment are the responsibility of the employer. Different employers have varying relocation conditions regarding personal items, effects etc.

### ***How long could your new employer wait for you to start?***

Employers understand that you need to give notice. Whilst we assume that all positions need to be filled immediately, realistically this isn't always possible. Sometimes we engage a

candidate on a temporary basis until the permanent employee is on-site. Employers will generally accept a 4-6 week wait for a new employee to start.

### ***Who pays for the service provided by Trans?***

The service for jobseekers is free. The employer is charged a very small percentage of the annual salary for each position successfully filled from the Trans database (see our fees). This is a one-off fee payable upon the signing of the employment agreement. There is no charge to the candidate/employee.

### ***Advertised Positions***

Although we fill most positions directly from our database, remember that we don't always have sole agency on jobs registered with us. In some cases the employer may also have advertised the position and/or lodged the vacancy with another recruitment service. It may also be a prerequisite for position funding that it be advertised. Sometimes employers will request that we advertise on their behalf, and if this is the case then it's also likely the employer has asked for additional candidates to supplement the details of those extracted from the Trans database.

### ***Registration Checklist***

As we do from employers, we also require a minimum amount of information from you to help us gain you an opportunity. You are free to add any pertinent information that you consider could assist us to look for the right region and profession in which you wish to be engaged.

You must return the original signed registration form and your accompanying CV to this office. We will accept your CV and other details by post or fax.

You may, alternatively, register quickly online at the Trans website, provided you have an electronic version of your CV/resume which can be uploaded at the completion of the registration process.

Some fields on the registration form are optional, but are included only to assist the employer when making accommodation arrangements within the community. You should include the following information on your CV as a minimum. Adhering to these guidelines will increase your chances of consideration.

### **Employment History**

In order, from most recent to the past. Include the position title, the employer's name and location, and period of employment. Include some detail regarding the duties and responsibilities held.

### **Tertiary and/or Further Education (if any)**

Include the type of degree/diploma/certificate, the period of study and the location of the institution.

### **Licences, permits and memberships**

Indicate any of these you feel could be relevant to your preferred employment scenario. Always include drivers license classification details. It isn't necessary to provide us with your license number.

### **Referees**

A minimum of three contactable up-to-date employer referees are required and they will be checked if you are to be nominated for a position. If you've worked for an Aboriginal organisation before it's essential that a related referee is available (either from the organisation itself or from a funding agency). If you are experiencing difficulty in identifying a suitable referee, we suggest that you call us for assistance. There is always a solution.

### **Administrative Skills**

Do you have some office, bookkeeping or software skills? Be sure to include them on your CV.

### **Manual Skills**

Maybe you have some basic mechanical or horticultural aptitude? Handyperson skills?

### **Important!**

Some positions may require the nominee to undergo a police check (criminal history search) prior to confirmation of engagement. If it's required, you may need to provide this yourself or the employer may instruct us to arrange this for them. A form will be issued to you requesting your permission to proceed.

### **Think About It**

Working in remote communities requires special qualities that not everyone holds. Please review the information under "What Do We Look For?" before you proceed with registration. If you have a poor work history, we can't provide solutions to improve it. Whilst acting in an agency capacity, we don't provide job search counselling or resume writing services.

### **And Remember!!**

Placement rates are not static and so Trans cannot guarantee that a position will become available in the near future.

If you're unsure about your eligibility for registration, think again! All it takes is a phone call to answer any questions you may have.

More general information is available (including answers to common questions) at the Trans website.

### **Contact**

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recruitment, selection and retention assistance for remote communities since 1997

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### jobseeker information document



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