

Guide to applying for positions at NADA

Thank you for your interest in applying for a position with the Network of Alcohol and other Drug Agencies (NADA). This guide aims to assist you in preparing and submitting your application.

ABOUT NADA

The Network of Alcohol and other Drugs Agencies (NADA) is the peak organisation for the non government alcohol and other drugs sector in NSW. Our vision is a connected and sustainable sector providing quality evidence based programs to reduce alcohol and drug related harms to NSW communities.

We represent approximately 100 organisational members that provide a broad range of services including health promotion and harm reduction, early intervention, treatment and after-care programs. Our members comprise of services that are diverse in their structure, philosophy and approach to alcohol and other drugs service delivery. NADA provides a range of programs and services that focus on sector and workforce development, information management, governance and management support, sector representation and advocacy, as well as actively contributing to public health policy.

NADA is governed by a board of directors elected from the NADA membership. We are accredited under the Australian Service Excellence Standards.

Further information about NADA and our programs and services is available on the NADA website at www.nada.org.au.

APPLYING FOR A POSITION

Appointments to positions with NADA are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to appoint is based on the applicant's written application, performance at interview and referee checks.

Aboriginal and Torres Strait Islander people are encouraged to apply.

This position information pack includes the relevant Position Description that will assist you in applying for a NADA position.

Applications must contain:

1. A cover letter introducing yourself and identifying the position you are applying for
2. Written responses addressing the selection criteria
3. Your resume/curriculum vitae detailing your qualifications, employment history and referees.

WRITING YOUR APPLICATION

Your written application must show that you have the skills, knowledge and experience to do the job. Do not assume that the selection panel knows what you have achieved. If you do not demonstrate how you meet the selection criteria, you will not be called for an interview.

It is not necessary to provide copies of your qualifications, references or awards in your written application.

SUBMITTING YOUR APPLICATION

Your application must be forwarded to the identified NADA officer on the advertisement by the advertised closing date. We ask that you submit your application electronically. Once your application is received we will acknowledge receipt through an email. If you do not receive an acknowledgement, it is your responsibility to follow up with NADA to ensure that your application has been received.

LATE APPLICATIONS

In order to provide equity for all interested applicants, late applications will not be accepted.

INTERVIEW

The most suitable applicants will be invited to attend an interview where each candidate's skills, knowledge and experience will be further explored. The interview also provides an opportunity for the applicant to expand on information provided in the written application and to discuss other information that may support their application.

All applicants invited to an interview will be asked a series of questions related to the selection criteria and the position. They will also be asked to provide evidence of their stated qualifications. Applicants will also have opportunity to ask questions about the position and NADA.

REFEREE CHECKS

If you are considered to be one of the suitable applicants, comments will be sought from your nominated referees as to your suitability to the selection criteria and the position. It is suggested that you inform your referees of your application for a position with NADA before we make contact with them.

NOTIFICATION

All applicants will be notified once NADA has received their applications. Suitable applicants will be called to attend an interview, with those applicants not suitable for an interview being notified through letter. Unsuccessful interviewees receive formal acknowledgement through letter. Feedback to unsuccessful applicants is provided if requested. Successful interviewees receive formal acknowledgement through a letter and a phone call where commencement date and other details are determined.

WORKING AT NADA

Employment with NADA is defined within the Employment Agreement between NADA and the employee. This Employment Agreement outlines the benefits, working conditions and expectations of both parties. All employees must also agree and adhere to the NADA Employee Code of Conduct.

If you have any queries about the position or about NADA, contact Maricar Navarro on ph. (02) 8113 1305 or maricar@nada.org.au.

WHY WORK AT NADA?

Through our organisational initiatives, NADA aims to provide a safe and supportive work environment in which our people can enjoy challenging and rewarding careers.

When you come to work with NADA, these are some of the initiatives we offer our employees:

CONTINUOUS QUALITY IMPROVEMENT

NADA is accredited under the QIP - ASES standards and is an equal opportunity employer with a strong track record of high quality staff employment, staff supervision and professional development practices. Our 2018 NADA Staff Survey showed that 100% of staff either strongly agree or agree that there is a cultural of continuous quality improvement within the organisation.

HEALTH & WELLBEING PROGRAM

We believe that the mental health and wellbeing of our staff is key to organisational success and sustainability. NADA is committed in providing a healthy workplace that values and enhances the health and wellbeing of all employees such as NADA's Employee Assistance Program, in house activities, healthy catering and more.

NADA ANNUAL PICNIC DAY

Over the Christmas and New Year period, we give eligible employees an additional annual leave day so you can spend more time with your family and friends.

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

We see ourselves as a socially responsible organisation and supports and values the health and wellbeing of our community of interest and our staff. We provide generous professional leave entitlements that include volunteer time off. We believe working for NADA is more than just good working conditions and pay, but an opportunity to actively develop yourself and make a contribution to a larger social, environmental and human good.

PROFESSIONAL LEARNING AND DEVELOPMENT

NADA values and encourages employees' learning and development and offers meaningful continuous learning opportunities designed to equip and empower you with the relevant knowledge and tools to enable you to excel in your role and bring value to the organisation by providing regular learning opportunities including:

- Internal group training;
- External training;
- Mentoring and support
- Conferences; and
- On the job training.

STAFF ENGAGEMENT

Our employees' thoughts and opinions about working at NADA are important to us. To ensure we are fostering a positive work culture and staff engagement we conduct an annual staff survey. Our most recent staff survey result show that NADA has engaged all staff members effectively where 100% of staff members recommend NADA as a great place to work.

You'll find an informal management style that promotes simple and direct relationships between employees. The casual and friendly environment fosters a proximity mindset where you can easily discuss ideas or network with others no matter their position in the company.

FOSTERING LEADERSHIP

Our organisational culture fosters leadership at all levels, Board of Directors and staff that promotes positive relationships across our members and stakeholders. We actively seek feedback from all levels of the organisation to ensure we are the best organisation we can be. From this evidence we plan for the future and target our services and products to meet the diverse needs of our members and stakeholders and build the trust and respect that binds them to our collective mission.

FLEXIBLE WORK ARRANGEMENTS

At NADA, we understand the importance of having a work/life balance and to live up to that belief. Flexible work practices may be defined as those practices that support both the employer and the employee in meeting work commitments and personal responsibilities. All requests are considered very carefully and, providing the needs of the business are not compromised, often approved.

PARENTAL LEAVE

Nada believes in supporting parents in managing their work life balance in relation to family responsibilities and maintain their professional careers. NAD provides additional Paid Parental Leave benefits for eligible employees that includes up to 12 weeks paid parental/adoption leave and one week paid leave of partners of the primary care giver.

ORGANISATIONAL BENCHMARKING

NADA serves its members through a suite of focused workforce and organisational development activities and products and we actively benchmark our organisation with other like organisations to identify any areas for improvement. In addition, we have benchmarked our staff's remuneration arrangements so that as an employer our people know that they are market comparable and we have good internal performance planning and professional development recognition.

STAFF RETENTION

We know retaining valuable employees requires effort, but its effort well spent. Turnover is a costly proposition for any organisation. With the above employee benefits and organisational initiatives, NADA has successfully maintained a high staff retention rate with 100% of staff members either strongly agree or agree that NADA is a great place to work and operates with transparency and fairness. NADA fosters a positive working environment, recognises performance and offers development opportunities, ensuring that we not only attract but retain and invest the best people.