

# Candidate Recruitment Guide



At the Powerhouse, we want to attract people like you to apply for roles with us. We encourage applications from diverse backgrounds, including Aboriginal and Torres Strait Islander people, LGBTI+, people with different abilities, people with caring responsibilities, people from culturally and linguistically diverse backgrounds, veterans and those living in regional locations.

## The application processes

All roles at Powerhouse are advertised on [IworkforNSW](https://www.workforNSW.gov.au) – the New South Wales Government website. Our process is quite simple; we ask that you apply through the website by submitting a cover letter and a current resume by the closing date. Once applications close, a Powerhouse Human Resources team member and the Hiring Manager will review candidate submissions and determine a shortlist of applicants for interview.

## Citizenship or residency requirements

To be considered for employment with the NSW Government, you must be.

- an Australian citizen, or
- a permanent resident of Australia, or
- a New Zealand citizen with a current New Zealand passport, or
- a citizen of another country with a current visa that allows the person to work in Australia.\*

\*If you hold a valid work visa, employment will not exceed any limitations imposed by or law regarding your entitlement to work in Australia.

## Shortlisting

This is the process for selecting candidates for an interview. Typically, an interview date is set within one to two weeks of the closing date for applications. If your application has been successful, a Human Resources team member will contact you by phone or email and provide details of your interview placement, where to go (in person or online) and what to prepare before your interview placement.

If you are unsuccessful in obtaining an interview, you will receive an email indicating the outcome. This may only be after a recommended candidate has shown their acceptance of the role. For all other communications during an open application process, you will receive an email via your IworkforNSW job application account from a Powerhouse Human Resources team member.

## Interview and Assessment

Our interviews usually are 30 minutes long and consist of behavioural questions aligned with the focus capabilities listed in the role description. Powerhouse interviews also include a series of cultural fit questions. You may also be requested to undertake a verbal, written or presentation assessment to further determine your suitability for the role. The assessment can take place during the interview or at a later stage after your first interview.

When more than one candidate meets the role's requirements, the hiring manager may ask candidates to return for a second interview. Again, this is a fantastic opportunity to highlight why you are suited to the role and how your skills and experience align with the needs of the Powerhouse. For management or supervisory positions, progressing applicants must complete psychometric testing.

## Reference and other compliance checks

Reference checks are only completed for candidates who are being recommended for employment. Our reference checks are undertaken online through the <https://www.xref.com/> platform. In addition, we usually ask for two referees who supervised or managed you in previous positions.

We will also request a current Police Check (completed within three months of your application). This is a critical task of working with the Powerhouse. There may also be other checks and licence requirements to complete if you work with children or in a specialised field within the institution.

## Offer of Employment

If you are successfully recommended for a role with the Powerhouse, we will call you and discuss the offer details, including salary, benefits, and a start date. In addition, we have set induction days which occur once a fortnight on a Tuesday. This allows you to give sufficient notice to your existing employer or have some time away from work to refresh before you start with us.

## Worksites

The Powerhouse is a creative organisation, with the physical collection being at the heart of what we do. We value connecting, observing, and creating with peers through physically coming together in the workplace. In addition, working on-site is an opportunity to gain experience by learning directly from our leaders and mentors, which is key to our creativity. Staff are usually expected to attend work on-site; however, Managers have the discretion to allow team members to work from home on an ad-hoc basis; this refers to single and irregular instances.

In mid-July 2023, some of our Powerhouse teams will move to offices near the [Parramatta site](#). Staff who apply for positions indicating a Parramatta location are expected to work on-site.

## Our benefits

As a new employee of the Powerhouse, you are welcomed into a unique workplace undertaking a once-in-a-lifetime expansion. As an employer, we will guide and support you by providing; a warm **welcome**, time to **acquire** and develop your skills, opportunities to **curate** your career path, **exhibit** your talent and **represent** our thriving museum. With the commencement of Powerhouse's expansion, we know that our people are our greatest asset, and our workforce's energy and commitment will help us achieve our vision.

Some of our employee benefits are flexible working hours up to 24 flex balance leave days per year, 20 days annual leave, 15 days sick leave/carer's leave, access to [Fitness Passport](#) and [360 Corporate Memberships](#) and our fund choice, award-winning [Aware Super Fund](#). Additionally, Powerhouse employees are also provided with ICT accessories and infrastructure, staff discounts for [school holiday programs](#) at the Powerhouse, and, as well as discounted car parking with [Wilson Car Park at Novotel](#), Sydney Central, at \$17.00 per day.

To find out more about us, you are encouraged to visit our sites, as nothing will give you more inspiration than the physical and virtual spaces, we've created <https://www.maas.museum/whats-on/>

We appreciate your interest in applying for a role with Powerhouse; we wish you every success in your application. If you have any questions, please get in touch with the Hiring Manager listed in the advertisement.