

# Candidate Recruitment Guide

We appreciate your interest in applying for a role with Powerhouse. This guide is designed to assist candidates in navigating the recruitment process.

## About Us

Located in Sydney, [Powerhouse Museum](#) is the largest museum group in Australia. It sits at the intersection of the arts, design, science, and technology and is critical in engaging communities with contemporary ideas and issues. It is a custodian of over half a million objects of national and international significance and is considered one of Australia's finest and most diverse collections.



Powerhouse Parramatta (under construction)



Powerhouse Ultimo



Powerhouse Castle Hill



Sydney Observatory

At Powerhouse, we encourage applications from various candidates, including Aboriginal and Torres Strait Islander individuals, those from the LGBTI+ community, people with disabilities, those with caregiving responsibilities, individuals from culturally and linguistically diverse backgrounds, veterans and those residing in regional areas.

## The Application process

Before applying, it is essential to carefully review the role description, the salary package and the type of employment offered e.g. Ongoing, Temporary or Casual. These essential details are typically provided in the advertisement.

The application process is straightforward: submit a cover letter and a current resume through the website before the closing date. After applications close, a Powerhouse Human Resources representative and the Hiring Manager will evaluate applications and select candidates to invite for an interview.

### **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 do not receive an interview invite, an email will be sent to you indicating this outcome. This may occur after a preferred candidate has accepted the position. Throughout the open application process, any further communication will be sent to your [IworkforNSW](#) application account by a Powerhouse Human Resources team member.

If you are interested in other opportunities with us, you will find role openings at Powerhouse on the [IworkforNSW job board](#) a New South Wales Government job board.

### **Eligibility for employment**

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.

### **Interview and Assessment**

Our interviews typically last 30 minutes and comprise behavioural questions corresponding to the key capabilities highlighted in the role description. In addition, we ask cultural fit questions during Powerhouse interviews. You might also be asked to complete a verbal, written, or presentation assessment to evaluate your suitability for the role. This assessment can take place during the interview or at a later stage following your initial interview.

In cases where multiple candidates meet the role requirements, the hiring manager may request a second interview. This presents a valuable chance for candidates to showcase how their skills and experience align with the needs of Powerhouse and why they are a good fit for the role. Applicants moving forward in the hiring process must complete psychometric testing for management or supervisory roles.

### **Reference and other compliance checks**

We only conduct reference checks for candidates who are being considered for employment. We use the <https://www.xref.com/> platform for online reference checks to ensure a smooth process. Typically, we require two references from your previous supervisors or managers.

As part of our hiring process at Powerhouse, we require a recent Police Check that should have been completed within the last three months. This is a crucial aspect of working with us. Additionally, if you are working with children or in a specialised field within the institution, other checks and license requirements may need to be fulfilled.

### **Talent Pool**

At Powerhouse, we often come across candidates who have all the right qualifications for a job, but may not get selected for the role. So, we keep them in our talent pool which allows us to consider them for future job opportunities that match their skills and experience. The talent pool is open for up to 18 months, giving us plenty of time to find the perfect fit for our open positions.

### **Offer of Employment**

After we have recommended you for a position at Powerhouse and it has been accepted, we will reach out to you to go over the specifics of the offer, including salary, benefits, and start date. Our induction sessions occur every other Tuesday, giving you enough time to inform your current employer or take a break before joining our team.

### **Worksites**

Powerhouse is a creative organisation that places our physical collection at the heart of our work. We value the benefits of being present with our colleagues to connect, observe, and create together. This also allows our staff to learn directly from our leaders and mentors, which is essential to our creativity. Although we typically require our employees to work on-site, our managers may allow team members to work from home on a case-by-case basis for individual and infrequent occurrences. In the latter part of 2023, our Powerhouse teams will be located across multiple sites, including offices near the [Parramatta site](#), the Museum Discovery Centre at Castle Hill, Ultimo and the Sydney Observatory. Staff who apply for roles indicating a site location are expected to work on-site and may be required to work between sites for operational purposes.

### **Our benefits**

As a new employee, we are committed to guiding and supporting you throughout your time with us. You can expect a warm welcome and opportunities to enhance your skills, carve out your career path, and showcase your talents while representing our thriving museum. At Powerhouse, we recognise that our people are our biggest asset, and your energy and dedication will help us achieve our vision for the future.

For eligible employees, we offer flexible working hours and 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, the award-winning [Aware Super Fund](#).

Powerhouse employees are also provided with ICT accessories and infrastructure, staff discounts for school holiday programs at the museum. To find out more about us, please visit our physical and virtual sites <https://powerhouse.com.au/>

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 noted in the advertisement.

Wishing you all the very best for your application,  
the Human Resources team