

## 1. SCOPE & OBJECTIVE

Short term paid vacation work offers tertiary students the opportunity to perform work in their relevant field of study and gain work experience alongside a diverse range of skilled employees.

This procedure provides the criteria associated with the engagement of tertiary students for short term paid vacation work at Pilbara Ports Authority (PPA).

## 2. SELECTION CRITERIA

Applicants must be enrolled in and have completed the equivalent of two years full-time tertiary study and demonstrate the following:

- Sound computing skills.
- Experience using Microsoft Office programs.
- Good verbal and written communication skills.
- Good research and analytical skills.
- Ability to prioritise work.
- Ability to gain a Maritime Security Identification Card (MSIC) (if required).
- Ability to hold a current Western Australian Drivers Licence (if required).

## 3. CONDITIONS OF APPOINTMENT

Short term paid vacation work will only be available during published university vacation periods (nominally June - July and December – February).

PPA employees can advise relatives and friends of vacation work opportunities within the organisation. Relatives of employees may be able to undertake vacation work provided they are not currently working in the same business unit as the employee.

Appointments for vacation work shall be merit based. However, they will not require formal advertisement and selection process.

In circumstances where more than one application has been received, the Manager is required to conduct interviews to determine the suitable applicant. Once interviews have been completed, a report on the basis of selection is to be prepared outlining the process used to determine the successful applicant, and be approved by the General Manager. Engagement will be made under casual employment terms.

## 4. PROCESS OWNER

The General Manager Physical & Human Resources has overall responsibility for this procedure.

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