|  |  |  |  |
| --- | --- | --- | --- |
| A well written and tailored job advertisement will ensure your vacancy stands out amongst the many vacancies on line by organisations trying to recruit the best available talent.  To catch the interest of potential candidates you need to ensure your advert connects with your target audience. You can do this by ensuring the job title is relevant, your advert content is of interest, the location and salary details are specified. | | | |
| **Job Title** |  | **Campus** |  |
| **Job summary / Tag line** | Create a one-line summary that best reflects the specific needs of the job and makes the reader think the role was tailored for them.  Use action words to describe or promote the role.  Strong leadership role for an experienced …. Apply your extensive ….. Leverage your demonstrated ….. Be part of a innovative research ….. Build your teaching profile by…. | | |
| **Key Selling Points** | **SEEK requires adverts to include tag lines – for example**   * Leadership opportunity * Early childhood education * Build your teaching / research profile * Opportunity for motivated researcher * Entry level opportunity in Customer Service * Looking for variety / autonomy in your next role? * Enjoy teamwork? | | |
| **Job Details** | **Tenure**  **HEW Level Salary Range**  **Superannuation and annual leave**  **Campus Location** | | |
| **Only include this blurb when advertising externally** | Charles Darwin University is a duel sector university with 11 campuses and centres stretching across the Territory and into Sydney and Melbourne. We are vital to satisfying the Territory’s needs for education and training, and helping to build its economic, social and cultural capital, as well as supporting a wide range of national and international students | | |
| **About the work area** | Select a paragraph from the position profile that best describes the function of the area. | | |
| **Purpose of the role** | Create a paragraph or two that outlines the specific skills and experience needed to be successful in the role, include some of the duties and responsibilities they will be required to perform.    Do not use works such as: applicant, candidate, incumbent or position when trying to connect with the reader. Be personable and write so the reader feels you are communicating with them. | | |
| **Criteria** | Let the reader know what is essential – Qualification / experience etc | | |
| **Closing date** | Applications close: time/day/month/year (Best to close on a Monday rather than a Friday) | | |
| **Contact Details** | Please contact --------------------- on phone or via email ----------------- | | |