



How to write a veteran-inclusive job advertisement

A **veteran-inclusive** job advertisement uses simple and direct language that conveys

- what the role entails,
- what skills are required, and
- what benefits and opportunities are offered.

It also showcases your organisation's commitment to diversity, equity and inclusion.

Guidelines:

1 Advertisement banner

Include the role position and your organisation's name.

2 Position summary

Provide a position summary. This includes:

- job title
- reporting line
- attendance type
- location
- role purpose

3 Organisation overview

Provide information about your organisation.

Mission statement

Explain your organisation's objectives and what it does to meet these objectives.

Vision statement

Explain what your organisation hopes to achieve in the future.

Values statement

Outline the principles and beliefs which are important to your organisation.

4 Role overview and selection criteria

Outline the following:

- core duties and responsibilities of the role
- selection criteria and include both 'essential' and 'desirable' criteria.

Consider selection criteria which are capability-based. Indicate if you hire for potential. *E.g. 'in line with our commitment to hiring for potential, we encourage applicants to apply even if they do not meet all role requirements'.*

5 Veteran commitment

- Clearly invite veteran applicants to apply.
E.g. 'veterans are encouraged to apply', or 'Australian Defence Force experience is desirable'.
- Explain why your organisation invites veteran applicants.
E.g. 'we value the skills and attributes veterans can bring to our organisation'.
- If applicable, indicate that you have a scheme to fast-track veteran applicants.
E.g. 'all veteran applicants who meet the minimum eligibility criteria will be fast tracked to interview'.

6 Salary and benefits

List the benefits of working at your organisation.

- State opportunities for salary and superannuation packaging.
- Include information about leave relating to reserve service, health and wellbeing, and commemoration and outline any available flexibility or other workplace accommodations e.g. flexible hours or remote working opportunities.
- Outline health and wellbeing opportunities in your organisation such as Employee Assistance Programs and discounted gym memberships.
- Outline opportunities for skills training, professional development and promotion. You may point to initiatives like training programs, a mentoring program, networking initiatives and volunteering opportunities.
- Outline the culture that applicants can expect at your organisation and include any opportunities for veteran employee engagement, such as a veteran advisory committee or a veteran employee mentoring program.
- Provide a downloadable PDF document with a detailed position description. *See our resource [**How to write a capability-based job description.**](#)*

7 How to apply

Provide instructions and information including:

- a link to the application form and include a position description.
- clear timeline of the application process. Detail each stage of the process and the timeframe for each including when applicants can expect to hear back about the outcome of their application.
- State if your organisation uses a capability-based framework to assess applications. Include an explanation of how this works in practice.
- Provide a point of contact for applicants to ask any questions about the application process. State if your point of contact has experience with veteran recruitment.

Example: Job advertisement

Ad banner

Position summary

Org overview

Role overview

Selection criteria

Salary and benefits

How to apply

EVENTS MANAGER - PERFORM EVENT MANAGEMENT

As Events Manager, you will take a lead role in supporting our Events Team to deliver bespoke event management services to clients in the Greater Sydney area. Enjoy flexible hours with opportunity for a hybrid working arrangement based at our Sydney office. You will manage a team of 10-15 Project Officers and support the team's development as a provider of innovative event management services. You will report to the Events Lead.

About our organisation

Perform Event Management delivers event management solutions to support workplaces to thrive. We are driven by our core values of innovation, connection and diversity. Our mission is to arrange memorable occasions tailored to meet the unique needs of our clients. We aim to deliver beyond expectations, ensuring that our events leave a lasting impression for all clients. Our vision is to be at the forefront of event management innovation. We are committed to creating unforgettable memories for our clients, and we believe that innovation and creativity are vital to achieving this goal.

Your role

As Events Manager, you will:

- Manage a large team of Project Officers
- Organise team schedules and manage team resources
- Oversee projects
- Foster a positive and inclusive workplace culture

Selection criteria

Essential:

- Ability to lead teams of 10-15 people
- Experience in developing and executing plans
- Ability to identify and solve problems
- Exceptional communication and organisational skills
- Strong attention to detail

Desirable:

- Experience in project management applications and planning tools
- Experience in stakeholder management

We have a strong commitment to hiring for potential. We encourage applicants to apply even if they do not meet all role requirements.

Veteran commitment:

In line with our commitment to veteran employment, we invite applications from individuals with Defence experience. We highly value the unique skills and experiences veterans can bring to our workplace. Veteran applicants who meet the minimum role requirements will be fast tracked to interview.

How we will support you

Generous salary and superannuation

- Negotiable packaging

Flexible leave arrangements

- 20 days annual leave and 5 days personal leave
- Additional leave packages associated with parental leave, caring responsibilities, ADF commitments and more
- 'Buy back' scheme: purchase up to 10 days additional leave

Flexible working arrangements

- Flexible working hours, core hours between 10am - 4pm
- Hybrid/remote working arrangements available

Health and wellbeing

- Employee Assistance Program
- Discounted gym membership available at 10 associated sports centres

Professional development

- Role-specific on-boarding training package
- Mentoring program
- Individual professional development fund

Inclusive culture

- Workplace adjustments available
- Regular social and networking events
- Advisory groups to align with the diverse lived experiences of our workforce, including a Veterans Advisory Committee, a Gender Advisory Committee and an Aboriginal and Torres Strait Islander Committee

A downloadable Position Description can be found [here](#).

How to apply

Click to download the [Position Description](#) and [Application Form](#). Your application is due by: DD/MM/YYYY

Adjustments for the application process are available upon request. [Contact](#) our recruitment team to request adjustments.

You can expect to hear back about the outcome of your application within 2 weeks of the closing date for applications. Successful applicants will be invited to interview within a month of the closing date. If invited for an interview, you will be offered a pre-interview phone call and will have opportunity to request any adjustments you may require for the interview.

We use our capability framework to assess your application. This means that we evaluate all applications against the skills and knowledge required to perform the role successfully. We are interested in your skills, values and behaviours, and how these have driven your success in previous roles.

For any enquiries about the role or the application process, please [contact](#) our company recruitment team.