

INFORMATION FOR APPLICANTS

Thank you for your interest in employment with the Royal Botanic Gardens Melbourne. Royal Botanic Gardens Melbourne incorporates the National Herbarium of Victoria, Royal Botanic Gardens Melbourne, Royal Botanic Gardens Cranbourne and the Australian Research Centre for Urban Ecology.

Applying for a Position

Your application should indicate which position you are applying for, and provide statements that address the Key Selection Criteria specified in the position description. You should also provide a resumé of your work history. A contact phone number during business hours should also be included.

Applications should arrive by close of business on the advertised closing date, preferably via email. Please refer to the relevant position description for mailing details of the position you wish to apply for. Receipt of your application will be acknowledged. You will be contacted if further information is required in support of your application, or if you are invited to attend an interview.

If successful with your employment application, you will be required to enter into a contract which governs the terms and conditions of employment. All contracts include the standard period of probation. You may be required to provide evidence of Citizenship or Residency status and proof of qualifications. Some positions require police and/or medical checks.

General Information

Conditions and benefits of employment include:

- Access to the Royal Botanic Gardens/MLC superannuation fund or VicSuper fund
- Access to Victorian Government novated vehicle leasing
- Access to flexible working hours, subject to local area arrangements
- Access to professional development and training
- Formal performance appraisal feedback for career development
- Annual leave loading is payable to non-executive employees (17.5%)
- Employees may be eligible for a Corporate Performance payment.

The RBG actively encourages behaviour consistent with our values:

- Integrity
- Respect
- Team Work
- Accountability
- Excellence
- Innovation
- Leadership.

RBG is an Equal Opportunity Employer and provides a smoke free work environment.

Your Privacy

The Royal Botanic Gardens is committed to the responsible handling of personal and health information collected as part of the recruitment and selection process. Information collected about you will only be used in relation to recruitment and selection processes and will not be disclosed to a third party outside the Selection Panel without your consent, unless otherwise required by law. Royal Botanic Gardens will rely on information provided for selection process requirements.

Applicants may be required to provide their written consent to check records maintained by Police, the Department of Justice as a part of the selection process. Applicants may be required to undertake a health check.

Unsuccessful applications will be retained for a minimum period of six months after the conclusion of the selection process. Personal information may also be retained after that time in the selection report created by the selection panel. Information will not be used for consideration for future employment without your consent.

More information is available in our [website privacy statement](#).

If you wish to contact us about your personal information you can contact the Co-ordinator, Workforce Planning on (03) 9252 2411 or <mailto:recruit@rbg.vic.gov.au>.