

SCV Fellows Program FAQs

How many Fellowship positions are available?

There are 8 SCV fellowship positions available for a 12-month secondment from a Victorian healthcare service.

Do I need to be working in an acute hospital to apply?

No, you do not need to be working or have a history of working in an acute hospital setting. It is a requirement for you to currently be employed by a Victorian public health service.

Can I apply if I live in a rural and regional area?

Yes, you can apply for the Fellowship if you live in a rural or regional area. Safer Care Victoria (SCV) employees are currently working both from home and in the office, located at 50 Lonsdale Street, Melbourne.

Full time employees at Safer Care Victoria are expected to work from the office at least two days per week, including Wednesday.

You will need to make yourself available to attend the offices (Melbourne CBD) and Victorian hospitals as required for training days, events and for your project. You will be responsible for organising your own travel and accommodation if required.

Can I apply for the Fellowship program if I can only work part-time?

Yes, applications for part-time participation in the program are welcome. A minimum of four days per week is required, including Wednesdays. Full time participation in the SCV fellowship is recommended where possible due to the intensive nature of the program.

How will part-time work practically in terms of participation in the learning program?

We note that on occasion learning program training maybe on different days to the agreed work pattern. We will confirm dates for training prior to the start of the program and work with the individual fellows to support attendance.

Can I apply if I have previously applied for the SCV Fellowship?

Yes, you can re-apply for the Fellowship program even if you have applied previously.

How will I be contacted with updates regarding my application?

You will be contacted by the email and/or the phone number provided in your application. Please keep an eye on your inbox during the recruitment process.

Can I send in a hardcopy to apply for the Fellowship?

No, hardcopy applications are not being accepted for this position. All applications must be submitted electronically by emailing fellowsprogram@safercare.vic.gov.au.

Can I withdraw my application once I have applied?

Yes, during the recruitment process, you can withdraw your application at any time. Please email fellowsprogram@safercare.vic.gov.au to advise of any changes.

What is the recruitment process?

All applications will be reviewed following the position closing date. Some applicants will progress to the assessment day, which is comprised of an online group interview using Microsoft Teams.

Following the assessment day, successful applicants will participate in a virtual, behavioural style panel interview.

How will I know if I need to attend the assessment day?

Not all applicants will be invited to attend the assessment day. You will receive notification of the initial outcome of your application through your provided email address. Please monitor your email closely during this time.

Is the assessment day a full 8-hour day?

You need to be available for the whole day. It will be held online using Microsoft Teams. You will receive an email with all relevant information before the assessment day on **Tuesday 4 April 2023**. Further shortlisting will occur after this, with a second round of interviews to be held the following week.

Do I need experience relevant to the projects I want to work on?

No, you do not require any prior experience, knowledge or expertise in the project area you would like to work on. You will learn all relevant information once you commence the Fellowship. Please mention any projects of interest in your cover letter.

How many people will be working on the project?

You will be responsible for the project you are working on. You will be well supported in your work by SCV staff and the relevant teams.

What is the tailored learning program included in the Fellowship?

The tailored learning program comprises of training and mentoring sessions to assist fellows in the development of skills in project management, leadership and improvement science. It is a comprehensive and robust 12 month learning program.

Can I choose which aspects of the learning program to participate in?

No, all Fellows must commit to attending all learning program days and meetings offered during the 12-month Fellowship.

What leave am I entitled to? Do I still get Accrued Days Off (ADOs)?

You will receive leave entitlements in line with Victorian Public Service Employees. This means you accrue 4 weeks of annual leave in the 12 month secondment period, which you are required to take during the course of the fellowship. You will work 38 hours per week (for 1.0 FTE) and will therefore not accrue monthly ADOs.

If successful, where will I be working?

All Safer Care Victoria (SCV) employees currently work from home and in the office, (50 Lonsdale Street, Melbourne). Full time employees at SCV are expected to work in the office at least two days per week, including Wednesday.

What does “Matched to salary of applicant capped at VPS 5 salary range of \$105,479 - \$127,621 plus superannuation” mean?

Matched to salary means you will be paid at your current contracted salary, up to the total value of \$127,621 plus superannuation. During the secondment period, the secondee will be paid directly by their current employer and continue to accrue all leave and other entitlements in accordance with the relevant industrial agreement in the Health Sector organisation.

All Fellows are expected to take 4 weeks of annual leave within the Fellowship (or equivalent for part time participants).

For any other general information about the Fellowship program, please email fellowsprogram@safercare.vic.gov.au.