

# EMBRACING THE NEW WAYS OF WORKING

## Part One

# WE WANT TO PREPARE YOU FOR YOUR JOB SEARCH IN THE CURRENT CLIMATE

What is happening across the markets right now?

What are the soft skills that have risen in demand?

Why is a strong CV so important?

## CV's

Back to basics in CV creation  
Refresher tips on updating CV  
Market specific CV Tips

## Risk CV Tips

## Technology CV Tips

## Project Services CV Tips

Demand and shift in current job market

Essential skills right now

Making your CV stand out

# CURRENT JOB MARKET TRENDS

April 2020

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- The largest job ads board in Australia **SEEK** has reported a significant decrease (**-34%**) in the past month of the number of job ads posted on a year-over-year basis.
- Industries which have been hit the hardest by this job ad decline: **Hospitality & Tourism (-47.7%)**, **Trades & Services (-36%)** and **Information & Communication Technology (-30.7%)**.
- Industries which are still active while in decline include **Community Services & Development** and **Healthcare & Medical**.
- State wise, **Victoria** experienced the greatest drop (**-39.7%**), followed by **NSW (-35%)**.
- According to SEEK, there are also a far **greater number of applications** per job ad than normal **across all sectors**.

# CURRENT JOB MARKET TRENDS

What do hiring managers have to say?

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- Our clients in Aviation, Gaming, Sports Media and Hospitality have felt the most severe impact of the pandemic, with a number of them having to let go of all of their contractors and stand down large percentages of permanent employees.
- Projects that are deemed critical to business are continuing whereas projects focused on innovation or seen as “nice to haves” are being put on hold. Business critical projects seem to be; supply chain/ logistics, technology infrastructure and mobility, cyber security and key business systems/applications.

# THE RISE OF IN DEMAND SOFT SKILLS

The new ways of working have resulted in an increase in demand for certain soft skills...

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## Social Intelligence & Communication

- Due to remote working being the new norm, the ability to build relationships effectively is crucial
- Social intelligence = blend of positive psychology and neuroscience – linked to empathy and emotional intelligence
- The current situation is stressful and overwhelming – maintaining and improving these skills will help businesses get through it
- Employees and new starters need to be able to communicate with the rest of the team remotely
- Written communication requires a different level of skill to avoid being “lost in translation”.

## Time Management

- Without the structure of an office routine, each individual must be accountable for their own time.
- The number of virtual meetings has naturally increased, meaning you need to plan out your schedule accordingly.
- Setting clear working hours and having a dedicated workspace can help.
- Organising your calendar for the week and sticking to a set schedule can help alleviate that “work from home” guilt.
- Time management is a skill which will serve everybody well even when office environments resume.

# THE RISE OF IN DEMAND SOFT SKILLS

*The new ways of working have resulted in an increase in demand for certain soft skills...*

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## Digital Literacy

- One's ability to find, evaluate and create information via writing and other mediums on online platforms.
- Companies now relying on various technologies and software to keep operations running
- Brushing up on this soft skill can be quite easy, as platforms such as LinkedIn Learning and Skills Share host a variety of online courses on simple skills such as Microsoft Word and Excel

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## Collaboration & Agility

- These are the secrets to improving productivity and efficiency when it comes to remote working.
- Contributing to a positive company culture can result in teams being able to collaborate more closely, as can the use of channels such as Microsoft Teams.
- We are adapting to a vast range of things and a new way of working. If you can do so easily and quickly, then this is a skill all employers will desire.

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## Negotiation

- The art of negotiation involves a mixture of intelligence, knowledge, confidence, communication and social intelligence.
- We are facing new obstacles which we may have to seek compromise on, whether that be closing a deal, or adhering to a project deadline
- Selecting a mentor may help with this, asking he/she for advice in developing your negotiation skills can be a good way to self-develop.

# THE IMPORTANCE OF A STRONG CV

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- This is your first (and possibly only) chance to make a lasting impression on a potential employer
  - A good quality CV will considerably boost your chances of getting a face-to-face interview
  - Due to social distancing, the technological aspect of the CV is now as equally important as the visual
  - There are a greater number of candidates, so your CV needs to be on point in order to stand out against other job seekers
  - Due to the increased competition, there is no room for spelling or grammatical error
  - Due to the presence of fewer roles on the market, hiring managers are taking the time to thoroughly go through CVs sent to the roles that are live.

# CV TIPS AND TRICKS

*Simple ways you can maximise your CV plus common errors to look out for*

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- **Do not** make your CV ten pages long. This will cause the reader to lose interest, instead aim for **2-3** pages.
- Send your cover sheet **alongside** your CV, not inserted into the beginning of it. This allows hiring managers to easily save your CV down on file to come back to at a later date.
- **Always** include up to date contact details, such as mobile number, email address and postal address. This allows the hiring manager or employer to take into account what kind of commute you would have, as well as ensuring they are able to get in touch.
- **Ensure** your CV is all written in the same font, and that it's clearly legible.
- Spellcheck and proofread your CV before submitting, and use a software such as **Grammarly** to avoid grammatical errors.
- Stick to a **clear format** – contact information > short intro > relevant experience > education > additional skills and qualifications > references. Feel free to say “*references on request*” if you do not want to disclose these details right away.
- **There is no need to** include every work experience you've ever had, only those you feel would be relevant to the type(s) of role you are going for.
- The main emphasis in skills should be on those that can be **used remotely or online** (such as the soft skills mentioned above).
- **Focus and tailor** your CV to the roles which are available in your market during the pandemic if possible.



# RISK & CYBER



# CV TIPS AND TRICKS

*Ways to adapt your CV for the Risk market*

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- Make your qualifications clear – **ACAMS, CISA, CISM OSCP, SABSA, AWS cert**
- Have you **facilitated training**? If so, please include.
- What **projects** have you had exposure to? Think about the outcomes of that project and your input.
- What **risk systems** do you work on?
- Demonstrate **your regulatory understanding and exposure**
- **IT understanding and digital literacy** are always going to be desirable skills
- Keep your CV **short and precise** – there's no need for an abundance of irrelevant information.
- **Sales CV's** – achievements are far more important than responsibilities.
- **Long term tenours** – explain the reason why they are short
- Only list your experience from within **the last 10 years**

# TECHNOLOGY

# CV TIPS AND TRICKS

## *Ways to adapt your CV for the Technology market*

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- Showcase your **technical skill set** – This should be listed in the skills overview section and also listed in your professional experience when summarising your experience with a particular company.
- Use action verbs to demonstrate your experience – **'Applied', 'Improved', 'Implemented', 'Executed', 'Drove'**.
- Highlight **key achievements** – This showcases your successes and can also be helpful if you don't have extensive experience.
- **Tailor your CV** for the position you are applying for – this seems basic but does make a difference to hiring managers.
- Featuring your **GitHub** – Don't just list your GitHub account, include URLs to specific projects on GitHub. Hiring managers are frequently looking for interesting projects in a resume.
- **Optimise for readability** – Think of it as a list of your career journey instead of a regurgitation of everything you have done

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# PROJECT SERVICES

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# CV TIPS AND TRICKS

*Ways to adapt your CV for the Project Services market*

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- Demonstrate **the size and scope** of the projects that you have worked on – include the team size, budget, etc.
- List your **responsibilities** but more importantly list your **achievements** on each project.
- Your first page to should summarise your **skills, experience, areas of expertise, certifications and methodologies.**
- For **Business Analysts** particularly, your formatting and layout is integral. Hiring managers will judge the quality of your documentation by the way you present your resume.
- Project Services is a **very contract heavy market** and so you may have contracted for a long time but make sure to keep your CV **concise** - 8 pages as an absolute maximum.

Q & A

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CLOSE

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THANK YOU FOR  
JOINING US!