

## General information on the recruitment and selection procedures

### Finding a position

#### How often are new vacancies listed?

Vacancies are listed on the Northern Grampians Shire Council website as they occur. In addition they are advertised in the local papers - Stawell Times and North Central News as well as at times in regional and metropolitan papers.

#### What should I do before applying?

Before you start your application it is important to read the Position Description. This outlines duties and tasks and includes the Selection Criteria for the advertised position. It will assist in deciding if your skills and abilities match the requirements of the job. If you require additional information to make this assessment, it is recommended you telephone the department contact listed in the advertisement to discuss the position further.

### Applying for a position

This is a guide to show the stages in a typical application process.

Stage 1	Review Position Description and Selection Criteria. To clarify any issues/queries speak to the Department contact.	
Stage 2	Prepare your written responses to the Selection Criteria and a covering Letter	
Stage 3	Complete an online application form and upload your selection criteria responses and resume. <b>OR</b> Send your hard copy application marked "Private and Confidential" along with a signed Privacy Act Details Statement and forward to Carole Ford, Manager People & Performance, PO Box 580, Stawell VIC 3380.	You will receive an acknowledgement either by email or letter from People & Performance Department depending upon how you apply for the position.
Stage 4	Your application will be considered by a Selection Panel for short listing. Usually completed within <b>2 weeks</b> of the closing date.	If you are not short listed you will be notified via email/letter if you are unsuccessful
Stage 5	If short listed – The Responsible Officer will confirm arrangements for an interview and/or selection activities	
Stage 6	Attend Interview and other selection activities (if applicable)	If not successful you will be informed by People & Performance Department in writing usually within <b>3 weeks</b> of the closing date.
Stage 7	If you are the preferred candidate – You will be contacted and a letter of offer will be sent to you.	Usually within <b>5 working days</b> of your verbal offer.

## Applying online

Applicants can apply for vacancies using the online application process. This will require you to have an email address.

If you do not have an e-mail account, you may want to subscribe to one of the free e-mail account providers (such as Gmail, Hotmail, Yahoo or similar). Public libraries, schools and internet cafes have internet access that can be booked for use if you do not have internet access at home.

Applicants who are unable to submit their application online should send their application marked "Private and Confidential" along with a signed Privacy Act Details Statement and forward to Ms Carole Ford, Manager People and Performance, PO Box 580, Stawell VIC 3380 no later than 5pm on the due date as advertised.

## How to apply

If you find a vacancy that you wish to apply simply find the Acknowledge and Apply button at the bottom of the screen below that advertisement for the position.

If you have viewed a vacancy in the print media, and wish to apply, you will need to search for the relevant position in on the jobs search page ([www.ngshire.vic.gov.au/JobSearch](http://www.ngshire.vic.gov.au/JobSearch)), view the advertisement, and click the Acknowledge and Apply at the bottom of that screen.

## Application checklist

- Covering letter** – Clearly state the title of the position you are applying for along with any job number where applicable. It serves as an introduction to your application, and accordingly, should be well organised and professional. Each application letter should be individually tailored to the position for which you are applying.
- Statement addressing key responsibilities** – it is advised that you provide a statement addressing the key responsibilities with your application. The Selection panel will be short listing by comparing your application to the key responsibilities; therefore it is important that you show clear connections between your qualifications, experience, skills and knowledge, and the key responsibilities.
- Resume/CV** – Should include full name and address, contact telephone numbers, educational qualifications including membership to professional organisations, employment history and a brief outline of the duties undertaken and other relevant experience or skills.
- Referees** – Should include the names, addresses, contact details including email address (if available) of two professional referees with your application.

## Application closing dates

The closing date for a vacancy is specified in the advertisement. You need to lodge your application online or a hard copy received by Customer Service Centre in Stawell or St Arnaud by 5pm on the date specified. Selection panels are not obliged to accept late applications.

## Questions & Answers

### Will I receive a response to my application?

Yes. If you apply on line you will receive an email confirming receipt of your application within 24 hours of applying. If you do not receive any communication from us within 24 hours of submitting your application, please check that the email address you used on your application form is correct. If you have not entered a valid email address we will not be able to contact you.

Hard copy applications will receive a letter of confirmation within five working days.

## **Can I apply for more than one job?**

Yes. You can apply for multiple jobs. However you will need to submit a separate application for each job.

## **Can I check my progress?**

Yes. You can check your progress by contacting People & Performance Department on 03 5358 8700.

## **Are my personal details safe?**

Yes. The Northern Grampians Shire Council treats personal information as confidential. The Council complies with the Information Privacy Act (VIC 2000) to protect your rights and prevent misuse of personal information collected. Your personal information will not be disclosed unless the law permits it or your permission is given.

## **General information**

### **Eligibility to apply**

For all positions, you will be asked to produce verification of your citizenship, immigration status and consequent entitlement to work legally in Australia.

### **Pre-employment medical/security checks**

An offer of employment is subject to a satisfactory pre-employment medical examination, police check and or working with children check (if applicable).

### **Equity matters**

All appointments and promotions will be by merit. The Northern Grampians Shire Council is committed to Equal Employment Opportunity (EEO) strategies that aim to ensure fair outcomes in all areas of employment.

### **Methods of selection**

All recruitment and selection processes will maintain the principle of competition on merit and ensure the application of fair, reasonable and consistent standards of selection, based on selection criteria. Initial short listing will be based on your application, your resumé (CV) and your responses to the selection criteria outlined in the position description.

Interviews of short-listed applicants will be conducted for all advertised positions, and may be held in person or by telephone. The Interview will consist of a series of questions based on the selection criteria. You will have an opportunity to explain and expand on the information provided in your application as well as ask questions of the Section Panel.

### **Further information**

For further information please contact People and Performance Department on (03) 5358 8700 or email [ngshire@ngshire.vic.gov.au](mailto:ngshire@ngshire.vic.gov.au).