

Advice to Applicants

Provided by: Glenorchy City Council Human Resources Department.



The following information is provided to assist you in preparing your application:

>>The Selection Process

Preparing your application

The first step in the selection process is to prepare and submit a written application. The written application is an important first stage in demonstrating your claims to the Selection Committee. Many applicants do not proceed past the first stage of assessment as they have not provided sufficient information in relation to the selection criteria

The following documents are required as part of your written application:

Covering letter

It is recommended that you include a covering letter with your written application as it allows you to introduce yourself and to highlight the reasons you are seeking this position with the Council.

Claims against the selection criteria

The Council requires that you submit an application that addresses each of the selection criteria. This document will assist the Selection Committee to establish whether you have the relevant knowledge, skills, qualifications and experience to meet the specified criteria. In addressing the selection criteria, please provide information in relation to your work history, qualifications, knowledge, skills and experience that is **directly related** to each selection criterion, as it is not sufficient simply to claim that you meet the criteria.

Current Resume or Curriculum Vitae

A resume is a history of your employment and work experience and should cover the following areas:

- your employment history in chronological order, starting with your current employment;
- details of the positions you have held including dates of employment, capacity in which you were employed, where you were employed and a brief outline of the main duties, responsibilities, and major achievements; and
- your educational qualifications and professional affiliations that detail the full title of the qualification, the year awarded and the full title of the institution attended.

In relation to your written application, please note the following:

- your application should be typed;
- the Council is unable to return your application to you. It is therefore suggested that you retain a copy of your written application for your reference;
- please submit **copies** of official documents;
- please staple/clip application in top left hand corner; and
- your application should be sent to Council by mail, or you may deliver it personally to Council. The postal and delivery addresses are included on the Final Checklist for Applicants.

Assessment of applications by Selection Committee

Shortly after the closing date, the applications will be forwarded to the Selection Committee for short listing. To shortlist applicants for interview, the Selection Committee must be satisfied that the applicants meet all of the essential selection criteria. Not all applicants who appear to meet the selection criteria will be selected for interview, given that for many positions there may be a large number of applicants. The Selection Committee will therefore select for interview those applicants who appear to meet the criteria at the highest level. Applicants who clearly do not meet the selection criteria will be advised at this stage of the selection process that their application has been unsuccessful.

Preparing yourself for an interview

If you have been selected for an interview you will be advised of the date, place and time of the interview. It is very important that you ensure you are punctual and properly prepared for the interview.

If at this stage you do not feel confident that you understand the requirements of the position and the area of Glenorchy Council in which the job is located, it is highly recommended you acquire this information prior to the interview. (Sources of information are annual reports, corporate plans and policy statements that are available on the Glenorchy Council website). The interview will follow a set format with each member of the panel asking questions designed to gain more information from you that relates and is relevant to the selection criteria and position description.

You should use the interview as an opportunity to reinforce the relevance of your claims to the position and ask the panel relevant questions relating to the position, the organisation and future career development opportunities.

It is acceptable to ask the panel to clarify, repeat or rephrase questions you do not understand. Check with the panel that you have addressed their questions appropriately and thoroughly. Try not to fall into the trap of overwhelming the panel with detail about your previous work experience.

You may wish to prepare yourself for the interview by summarising why you feel your skills and experience are suited to the position.

We hope the information provided will assist you with your application

Attending the Interview

The interviews are conducted by a Selection Committee consisting of at least three people and include both men and women in its membership. If you are short listed for an interview, you will be advised of the date, time and venue by telephone or by e-mail. Please note that for some positions, interviews may be conducted by teleconference in the first instance depending on the availability of the applicant.

The interview provides an opportunity for the Selection Committee to obtain further information from you in relation to your application. The interview will be structured so that a standard line of questioning will be used for all applicants, but supplementary questions may be asked of each applicant to obtain additional information in relation to the selection criteria. Following the interview process, the Selection Committee will rank the applicants in relation to the selection criteria and will agree upon a preferred candidate. The Selection Committee may then agree to seek referee reports, if these have not previously been sought, prior to the decision to make an offer of appointment to the preferred candidate.

Referee Report Checks

The purpose of referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work and suitability for the position. Referee reports may be sought verbally or in writing. Referees usually include **current** supervisors and/or managers and can include supervisors/managers from voluntary or unpaid work. A referee must be able to comment on your work experience and skills specifically relating to the selection criteria.

Pre Employment Health Assessment

A pre-employment health assessment is required for short listed applicants as part of the interview procedure.

>>Job Offer

If you are the preferred candidate, you will receive a written offer of appointment to the position. Referee reports are often sought following the interview process, which can sometimes delay notification to the successful candidate and other interviewees.

>>Human Resources

If you have any queries in relation to the selection process, please do not hesitate to contact Human Resources or the relevant Department at any time.

>>Council's Purpose Values & Roles

Our Purpose

In pursuing its vision of "maintaining an exemplary working environment for its staff", the Council has formulated the goal of "attracting and supporting staff of the highest quality and being an exemplary employer". Council recognises that the appointment of staff is one of its most important investments. As such, the recruitment policy aims to ensure that the most suitable person is appointed to every vacancy within Council. Selection on the basis of merit means that the grounds for the decision must directly relate to the inherent requirements of the position and prevents those decisions being made on discriminatory grounds. Good recruitment will contribute to the development of the organisation and the culture that we are trying to nurture to achieve the vision for our City.

Our Values

- **People**
Each person is equal and has a positive contribution to make. The rights and opinions of all are heard, valued and respected.
- **Diversity**
We value differences that enrich our community and the positive contributions everyone can make in improving the quality of community life.
- **Progress**
We value innovation, flexibility and imagination in building a better and sustainable community.
- **Prosperity**
We commit ourselves to achieving social and economic prosperity for all.
- **Environment**
We work together to improve our city so we can enjoy a safe and healthy environment and a good quality of life.
We respect our heritage and have pride in our city.

Our Role

Undertake all activities of a Council whilst complying with all legal, statutory and regulatory requirements including the codes of conduct of any professional and industry bodies with which the organisation has ties. We also provide regulatory and investigative services, City maintenance (whilst maintaining safety standards throughout the city) and revenue raising facilities.