



# **Employment Application Guide**

November 2016

## **INTRODUCTION**

Thank you for your interest in the recently advertised position with Goondiwindi Regional Council. In Council, the assessment for selection is based on the relative merit of each applicant in relation to the functions and specifically the selection criteria as outlined in the relevant Position Description.

This booklet has been prepared as a guide for job applicants and includes an explanation of how to address the selection criteria so that you can present the best possible image of yourself and your work experience when completing your application.

## **LOCATION**

Goondiwindi Region is attracting large numbers of new residents seeking the benefits of a rural lifestyle in a beautiful location with close access to Warwick, Toowoomba, Brisbane and the Gold Coast. The Region is administered from the township of Goondiwindi, which is approximately 350 kilometres by road south west of the Brisbane CBD, and occupies an area of approximately 19,300 square kilometres.

Goondiwindi Regional Council was formed on the 15<sup>th</sup> March 2008 from the former shires of Inglewood, Waggamba and Goondiwindi Town.

The Goondiwindi Region offers many beautiful and interesting attractions to both tourists and locals.

Establishing itself as a sought after stop-over destination for visitors Australia-wide, the Goondiwindi Region is located on the Western Downs border of Queensland and New South Wales.

The Macintyre River, which forms the State boundary between Queensland and New South Wales, is the lifeblood of the area, providing water for town, stock irrigation and industry.

The area is a commercial hub of a vast agricultural and pastoral sector which produces beef, cotton, grain, lamb, lucerne, pork, poultry, and wool for domestic and overseas markets.

Country people are known for their warm hospitality and the people of this district are no exception! The townspeople are rightly proud of the town's appearance with the tree-lined streets, public parks and beautiful gardens.

Visit the district and you will be greeted and impressed by friendly locals, and clean and attractive towns.

For more information, visit the council website: [www.grc.qld.gov.au](http://www.grc.qld.gov.au)

## **RECRUITMENT AND SELECTION**

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to a position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to the selection criteria provided for the advertised vacancy.

### **Council's selection process**

#### **STEP 1**

1. Vacancy Advertised
2. Obtain an Application kit
3. Applications received and acknowledged.

#### **You should forward: -**

- Application cover sheet
- Key selection criteria (where required).
- Resume
- Referees

#### **STEP 2**

4. Selection panel formed
5. Applicants short-listed
6. Candidates notified & interviewed
7. Interview assessment
8. Reference checks
9. Pre employment medical conducted
10. Recommendation of appointment.

#### **STEP 3**

11. Unsuccessful applicants notified
12. Successful candidates notified of outcome after pre-employment screening
13. Induction process

## POSITION DESCRIPTION

A copy of the position description for the job you are interested in applying for is made available from Council when each position is advertised.

The position description provides relevant information regarding the purpose of the position, organisational relationships, accountabilities and outcome, duties and responsibilities and key selection criteria.

## APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- A concise demonstration that you meet the selection criteria (if required) – providing brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the selection criteria.

Where specific selection criteria are not requested, you should incorporate sufficient detail in your covering letter/resume to demonstrate you have the ability to meet the requirements of the position.

- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified in the advertisement. Late applications will only be considered if prior arrangements have been made with Council.

## CLOSING DATE

Applications should be submitted before 5:00 pm on the closing date for the position and should be forwarded to:

<b>Post to:</b> Attention: Debbie Elliott  Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 INGLEWOOD QLD 4387	<b>Personally deliver to:</b> Attention: Debbie Elliott  Goondiwindi Regional Council Customer Service Office 100 Marshall Street GOONDIWINDI QLD 4390	<b>Email to:</b> <a href="mailto:mail@grc.qld.gov.au">mail@grc.qld.gov.au</a>  Attention: Debbie Elliott
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## INTERVIEWS

Short listing of applicants is based on how well your knowledge; skills and abilities to perform the duties and requirements of the job.

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview.

You will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past, and situational focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the selection criteria.

## **REFERENCE CHECKS**

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

## **PRE-EMPLOYMENT MEDICAL EXAMINATION**

The offer of employment is made conditional upon successful completion of the medical examination. Council will advise you of Council's chosen medical practitioner to conduct the examination and this will be at Council's cost.

## **NOTIFICATION OF APPOINTMENT**

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.

## **CONDITIONS OF EMPLOYMENT**

### **Superannuation**

Every employee of Goondiwindi Regional Council is required to join the Local Government Superannuation Scheme. A booklet on this Scheme will be provided upon commencement.

### **Staff Development & Training**

Council is very aware of the need for the development of its staff.

Both Field and Administration staff undertake an annual performance appraisal on the anniversary of their start date or at regular 12 monthly intervals.

Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.

### **Workplace Health & Safety**

All employees commencing with Council must commit to the employee obligations of the Occupational Health and Safety Act.

### **Probation**

All appointments are subject to a three-month probationary period.

## **FURTHER INFORMATION**

Additional information regarding Goondiwindi Regional Council can be sourced through our website [www.grc.qld.gov.au](http://www.grc.qld.gov.au).

*Thank you for the interest you have displayed in  
working for our organisation.*