



How to apply for positions with Bourke Shire Council

Council bases its recruitment of employees on merit, and the candidate who best meets the selection criteria is the one who will be given preference for appointment to the position.

When applying for a position, it is important to prepare an application that demonstrates why you are the best person for the job and how your skills, knowledge and experience match the selection criteria.

As a result it is essential that you obtain the Position Description in order to prepare your application. The position description and the application form will be available from Council's website or from the HR Officer.

A full application **must** contain:

- Your response to each of the essential and desirable criteria;
- Contact details of at least two referees

If you do not provide this information your application will not be considered.

You should also include

- A brief covering letter; and
- Your resume

Lodging your application

Applications marked 'Private and Confidential' and indicating the position reference number should be forwarded by the closing date and time indicated, to:

The General Manager
Bourke Shire Council

You may lodge your application by:

Mail to:

PO Box 21

BOURKE NSW 2840

Fax to:

(02) 68723030

Hand delivery to Council's office located at:

29 Mitchell Street BOURKE NSW 2840

Selection criteria

All Bourke Shire Council Position Descriptions list essential and desirable criteria. The criterion describes the skills, knowledge and experience needed to do the job.

You will be expected to include a response to each criteria within your application. To do this it is suggested you make a separate heading for each of the criteria and under each heading describe your skills, knowledge and experience and show how they could be used in the job. Be succinct and to the point in your response.

Contact with Councillors

Any applicant who contacts a Councillor to advance their application will be immediately disqualified from being appointed to the position. Contact does not include the provision of a character reference from an applicant who can substantiate an association with a Councillor.

The Interview and Selection Process

Selection is done by a panel of usually three people (with gender balance). One person will be an 'independent' (a person from outside the immediate work group).

Selection involves the following:

Shortlisting

The Selection Panel will assess all applications against the essential and desirable criteria to decide who will be interviewed.

Applicants who meet all the essential criteria will be considered. If you are shortlisted for the job you will be telephoned and requested to attend an interview. You may be asked to provide some documents (for example, evidence of qualifications, birth certificate).

There may also be some pre-employment checks to be undertaken (e.g. medical, criminal or child related employment).

Interview

The Selection Panel may use a number of methods to assess your ability to do the job, including work samples or tests. You will be advised if there will be a test or exercise as well as the interview.

When answering interview questions remember:

- Think before you answer – take your time;
- If the question is unclear, ask it to be repeated or explained;
- Try to give examples from your experience with each answer;

- Give complete answers – do not omit details that you have included in your application or assume the panel will comprehensively remember your application.

At the end of the interview, ask any questions you have about the job. You may wish to restate your major strengths, adding anything that has been left out.

Referee checks

Your referees will be contacted if you are one of the preferred applicants for the job. You should advise your referees that you have applied for the position and provide them with an understanding of what the position entails in order that they may respond appropriately to the questions the Selection Panel may ask them.

Criminal and/or working with children checks

Applicants are advised that some positions may require a criminal and/or working with children check as part of the selection process. The submission of an application will be taken as consent to undergo these checks if requested.

What happens then?

If you are the successful applicant for the position you will be contacted by the Chairperson of the Selection Panel with a job offer. This offer will then be confirmed in writing. Should you wish to accept the position you may accept the position verbally, however you will also need to respond in writing.

If your application is unsuccessful following an interview, you will be advised firstly by telephone and then by letter.

Pre employment medical

The conduct of a pre employment medical is part of the selection process. If you are required to undertake the medical you will be contacted after the interview has been conducted.

Some key words used in selection criteria

Demonstrated knowledge - you need to give examples that prove you have this area of knowledge.

Ability to - you do not need to have done this kind of work before, but your skills, knowledge and experience must show that you are capable of doing this part of the job. Describe things you have done which prove you could do this kind of work.

Experience in - you have to show you have done this work before. Give examples.

Effective, proven, highly developed, superior - these are all asking you to show your level of achievement. Give as much detail as you can while remaining succinct. Use examples of your achievements to show your level of skills, knowledge and experience.

Sound communication skills - this is about showing you have the communication skills needed to do the job. You could include: experience in dealing with people, details of things you have written, and examples of problems you have solved using your communication skills.

OHS and employment with Council

The NSW Occupational Health and Safety Act 2000 aims to protect the health, safety and welfare of people at work. It lays down general requirements which must be met at places of work in New South Wales. The provisions of the Act cover every place of work in NSW. The Act places certain legislative requirements on employers as well as employees.

Employees:

Must while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's acts or omissions at work.

Must while at work, co-operate with his or her employer or other person so far as is necessary to enable compliance with any requirement under this Act or the regulations that is imposed in the interests of health, safety and welfare on the employer or any other person.

Employers:

- Must ensure the health, safety and welfare at work of their employees;
- Must provide and maintain safe places of work, equipment and systems of work.

All persons must not:

- Interfere with or misuse things provided for the health, safety or welfare of persons at work;
- Obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work;

or

- Refuse a reasonable request to assist in giving aid or preventing a risk to health and safety.

Equal employment opportunity

Equal Employment Opportunity (EEO) is about ensuring that workplaces are free from all forms of unlawful discrimination and harassment. This means having workplace rules, policies, practices and behaviours that are fair and do not disadvantage people because they belong to particular groups.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. These groups are:

- Women;
 - Aboriginal and Torres Strait
 - Islander people;
 - Members of racial, ethnic, and
 - Ethno-religious minority groups;
- and
- People with a disability.

Eliminating discrimination

Discrimination is treating someone unfairly or harassing them because they belong to a particular group. Under the Anti-Discrimination Act 1977, it is against the law in NSW for any employer to discriminate against an employee or job applicant because of their: age;

- Sex;
- Pregnancy;
- Disability (includes past, present or possible future disability);
- Race, colour, ethnic or ethno religious
- Background, descent or nationality;
- Marital status;
- Homosexuality;
- Gender identification; or
- Carer's responsibilities.

This is the law in most cases however, there are a few exceptions. For example, employers are sometimes given permission to fill a position with a person from a particular group. Nonetheless, both direct and indirect discrimination are against the law.

Direct discrimination

Direct discrimination means treatment that is obviously unfair or unequal. For example, if an employer will not hire someone just because they are a woman this is likely to be direct sex discrimination.

Indirect discrimination

Indirect discrimination means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups.

It is the responsibility of every employee to help prevent unlawful discrimination in their workplace.