



# Upper Lachlan Shire Council

## Our Recruitment Process

### APPLICATION

#### **Assess your eligibility and suitability for the position**

Before you apply for the position you should assess your eligibility and suitability by carefully reading the advertisement and position description. If you require clarification on anything related to the position, please contact the person nominated in the advertisement.

Canvassing of Councillors in relation to your employment applications with council will result in automatic disqualification.

**Privacy** - As part of the recruitment process Upper Lachlan Shire Council will be collecting information about you. This information will be included in the recruitment file and will be read by Council's Records Staff and members of the interviewing panel.

**Equal Employment Opportunity** - Council aims to ensure fair, equitable and non-discriminatory consideration for all applicants regardless of sex, ethnic or racial origin, or physical disability.

**Child Safe Organisation** - Upper Council is committed to becoming a child safe organisation, by embedding the NSW Child Safe Standards across our organisational culture and practices.

**Selection Process** - It is important that your application is completed by the closing date. The selection committees are not obliged to accept late applications. All applications will be acknowledged. Upper Lachlan Shire Council is committed to providing a fair and equitable selection process.

**Hours of Work** - The majority of Council's salaried staff is employed on a 9-day fortnight of 70 hours per pay period. Council's wages staff works a 9-day fortnight of 76 hours per pay period. Hours will be stipulated in the advertisement.

Your application must address the **essential** and desirable selection criteria which will ask you questions about how your qualifications and experience relate to the requirements of the position. Your response to these questions will determine your progression to the interview stage.

- If you require clarification on anything related to the position please contact the person nominated in the advertisement.
- To apply for a position you need to submit your application noting Council uses merit based selection as the per Local Government Award and your application should be lodged via Council's website (careers page) using the Apply Now tab or email [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au). Applications will close on the nominated closing date at 4pm.
- You will receive an email confirming your application has been received
- Attach your resume and any additional information including your essential certifications (if required)

You will be requested to attach your resume after completing your application. Your resume should include your employment history, experience and qualifications. You can also attach other relevant documents at this point.

As part of your resume we require the name and contact details of two referees. The referees should be people who have supervised you or have a working knowledge of your previous roles. At least one referee should be a current or existing direct manager or supervisor. We will not contact your referees until we have your permission.

## SELECTION PROCESS

**Short-listing** - The selection panel will assess all applications against the selection criteria contained in the position description. The panel will then decide which applicants best meet the criteria. Applicants are selected for interview based on the strength of their responses to the questions in the online application and the relevance of their experience, qualification and skills as outlined in their resume.

If you are shortlisted for an interview you will be contacted by email or phone and advised of the interview date, time and venue.

**Interview Process** - You will be given at least 2 days' notice if you are required to attend an interview. The interview panel will consist of three members, one of which will be a HR representative, who will work together to recommend the most suitable person for the position.

If you are not selected for interview you will be advised by email as soon as possible after the shortlisting process has been completed.

**Attending the Interview** - You will need to bring with you Certified copies of any relevant qualifications.

You should bring the names and contact telephone numbers of two work-related referees with you if you did not include these in your application. At least one of the referees should be a current/recent manager or supervisor.

**Preparing for the Interview** - It is recommended that you prepare for the interview by re-reading the advertisement, the position description and any other material provided. The selection panel will ask you questions based on the advertised requirements of the role and the position description.

It is a good idea to think of possible questions in advance and prepare answers to them. Ensure that you give clear and concise responses to the questions and provide relevant work examples whenever possible.

**At the interview** - The selection panel will make the interview as relaxed and stress free as possible. If you don't understand a question or are not sure how much information to give ask the Panel Convenor to clarify their requirements and take your time.

The interview is not a test. It is your chance to show the Selection Panel your skills, knowledge, experience and further clarify the information in your written application. During the interview you will be given the opportunity to ask questions about the position and the Council and this is your chance to show your interest in the position and your understanding of it.

**After the Interview** - After all eligible applicants have been interviewed the Selection Panel will select the best person for the job based on the application, interview, referee reports and any other tests or assessments. In some circumstances you may be called back for a second interview if the Selection Panel is in need of further clarification. Shortlisted applicants will be required to undertake pre-employment background checks before being offered the position. Depending on the position a Working with Children Check, a Criminal Records Check or psychological testing maybe required. The applicant will be informed of the type of pre-employment check required for their position at the interview.

**Notification of result** - The successful applicant will be verbally notified as soon as possible after the interview and will receive a written letter of offer following this contact. Unsuccessful applicants will be notified by mail once the offer of employment has been accepted.

## PRE EMPLOYMENT CHECKS

**Reference checks and other checks** - Referee checks will be carried out on the recommended applicant/s. Positions that have been identified as child-related will be required to undergo a National Police Check and obtain a Working with Children Check.

**Pre-employment Medical assessment** - As part of the recruitment process shortlisted applicants will be required to satisfactorily complete a pre-employment functional assessment and medical examination. The examination covers the areas of drug and alcohol screening, hearing, vision, core upper/lower body strengths and balance, manual handling, cardiovascular and blood pressure. This will be at Council's expense.