



<b>A GUIDE FOR JOB APPLICANTS .....</b>	<b>3</b>
<i>Information about Narrandera Shire .....</i>	<i>3</i>
<i>Information about Narrandera Shire Council .....</i>	<i>3</i>
<b>YOUR APPLICATION .....</b>	<b>4</b>
<i>Cover Letter .....</i>	<i>4</i>
<i>Application Form .....</i>	<i>4</i>
<i>Statement Addressing the Selection Criteria .....</i>	<i>4</i>
<i>Suggested approaches to Addressing the Selection Criteria .....</i>	<i>4</i>
<i>Position Descriptions .....</i>	<i>5</i>
<i>The Resume .....</i>	<i>5</i>
<i>Receipt of Applications .....</i>	<i>5</i>
<b>RECRUITMENT &amp; SELECTION .....</b>	<b>6</b>
<i>Principles of Recruitment and Selection .....</i>	<i>6</i>
<i>Equal Employment Opportunity .....</i>	<i>6</i>
<i>The Selection Process .....</i>	<i>6</i>
<i>Short listing .....</i>	<i>6</i>
<i>Selection for Interview .....</i>	<i>6</i>
<b>YOUR INTERVIEW .....</b>	<b>7</b>
<i>Preparing for your interview .....</i>	<i>7</i>
<b>POST INTERVIEW .....</b>	<b>8</b>
<i>Reference Checking .....</i>	<i>8</i>
<i>Pre-Employment Medical Examination / Functional Assessments .....</i>	<i>8</i>
<i>Other Conditions .....</i>	<i>8</i>
<b>LODGING YOUR APPLICATION .....</b>	<b>9</b>

***Please follow these instructions carefully to ensure that you fully address all application requirements.***

Thank you for your interest in the recently advertised position at Narrandera Shire Council. The assessment for selection is based on the relative merit of each applicant, in relation to the functions and specifically the Selection Criteria Statement including Qualifications which is located on Page 3 of the Position Description.

This information has been prepared as a guide for job applicants and includes an explanation of how to address the selection criteria, so that you may present the best possible image of yourself and your work experience when completing your application. This guide will also be helpful should you be short listed for further consideration.

### **Information about Narrandera Shire**

Narrandera is situated along the Murrumbidgee River in the heart of the Riverina region of NSW at the juncture of the Newell and Sturt Highways. It offers easy access to the larger commercial centres of Griffith and Wagga Wagga, with highway access to both Sydney and Melbourne.

Narrandera Shire covers an area of 4,140 square kilometres and covers urban and rural areas including 1400 km of road network.

Council's offices are in the township of Narrandera, which has a population of approximately 5,000 and provides excellent facilities for commerce, sports, education, medical and hospital requirements.

The town is well serviced but not limited to:- major banks, public and catholic schools, a pre-school, early childhood centre, out of hours school care as well as TAFE crèche within the TAFE Riverina Institute complex with a connected learning centre, medical centre, community nurses and a hospital. It has excellent sporting facilities, including a state-of-the-art basketball stadium, plexi-cushioned tennis courts, Lake Talbot Swimming Pool complex and a sports ground which has hosted pre-season AFL games.

### **Information about Narrandera Shire Council**

Narrandera Shire Council offers opportunities for competent and motivated persons to advance their career.

Narrandera Shire Council aims to be an *"Employer of Choice"*. Employees are encouraged to both further their careers and undertake personal development through the successful completion of competency-based training programs and job related qualifications. Council arranged training for employees is designed to improve job performance and the necessary skills to further their career.

Council has an active social club that provides an excellent forum for socialising with all staff and making new staff feel welcome.

At Narrandera Shire Council, you will join an enthusiastic, progressive and committed team providing a broad range of quality Local Government services.

Council has a staff of approximately 140 and an annual operating budget of \$20 million.

The Council is managed by a corporate structure that comprises of three directorates:

- Executive Services
- Corporate and Community Services
- Infrastructure Services

## YOUR APPLICATION

ONLY applications which address the selection criteria on page 3 of the Position Description will be considered for the position.

In your application please include:

- A cover letter
- Completed Application Form (if completing via Council's website this information is requested to be completed online)
- A Statement addressing the Selection Criteria (template supplied with position description on Council's website) (if completing via Council's website this information is requested to be completed online)
- A resume containing details of relevant work experience and the contact details of two work-related supervisory level referees.

### **Cover Letter**

This is a way of introducing yourself to the selection panel. As a general guideline you should include the name of the position in your first paragraph. You should also state why you are interested in the job and in broad terms, why you believe you might be the most suitable applicant.

### **Application Form**

- Provides Council information about you and the job you are applying for
- Provides an Application Checklist.

### **Statement Addressing the Selection Criteria**

You MUST address the selection criteria on page 3 of the Position Description as part of your application including qualifications. The selection criteria are those skills, abilities, experience, knowledge, and qualifications, which the position defines as essential for the functions to be efficiently and effectively performed.

The degree to which applicants meet the selection criteria is a fundamental component of the overall selection process. Failure to address the selection criteria prevents the panel from being able to assess your competencies easily and accurately. The panel will use all the information to analyse your qualifications, skills, abilities, experience, and knowledge against the selection criteria

### **Suggested approaches to Addressing the Selection Criteria**

- In your application list each of the selection criteria as a heading and your written response underneath.
- Read each of the position attributes on page 3 of the Position Description and specifically address each of them by outlining how YOUR qualifications, skills, abilities, experience and

knowledge meet the requirements of the position. Provide supporting documentation, preferably by examples of your personal experience that supports your statement.

- When considering the length of your statement addressing the selection criteria, remember it is *quality, not quantity* that counts.

Some hints:

- Make a clear statement of why you meet the criteria, then provide supporting documentation, preferably by examples of your personal experience that reinforces your statement;
- Validate this by supporting evidence. Eg: indicate feedback received; and
- Write a concluding statement reinforcing again why you meet the criteria eg. “This demonstrates that....”

## **Position Descriptions**

The position description is the major source of information regarding the position you are applying for. You should read this document very carefully as it describes the duties and responsibilities of the position.

## **The Resume**

This is a brief summary of yourself including:

- **Personal details:** name, address, contact telephone numbers, email contact
- **Educational background:** list details from most recent to past – include your university, college and / or school and any training courses or other qualifications
- **Work history:** list details from most recent to past. State the employer’s name and how long you were there. State your position and the key duties involved in the job
- **Additional Information:** eg: relevant courses attended
- **Referees:** you are required to provide the name and contact telephone numbers of two work related referees, at least one of which has directly supervised you, who can provide objective and honest feedback about your work experience and performance, and where possible, how it relates to the selection criteria. Preferably these referees will be your current or most recent supervisor.

## **Receipt of Applications**

The preferred method of application is via Council’s website [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au) but applications may also be submitted via hard copy mail or email. Only applicants that are selected for interviews will be contacted by telephone.

## **Principles of Recruitment and Selection**

Narrandera Shire Council is an Equal Employment Opportunity employer and the Council's recruitment and selection policy and procedures are based on the principles of equity and merit.

## **Equal Employment Opportunity**

Equity or Equal Employment Opportunity (EEO) is the creation of conditions in which all applicants have an equal chance to seek and obtain employment and promotion. EEO requires applicants to be selected, promoted and treated on the basis of their ability to do the job. Merit based selection is an assessment of an applicant's abilities, skills, knowledge, qualifications and potential, relative to those of other applicants against selection criteria outlined in the position description.

## **The Selection Process**

### Short listing

Selection for the short list will be based on the following:-

- information provided in each application is compared with the requirements of the position description, especially the selection criteria.
- your suitability in terms of the selection criteria is noted and compared with other applicants.
- the most suitable applicants are then short listed. Short listed applicants are then contacted by phone to arrange an interview.

### Selection for Interview

If you are selected for interview the following procedure will be observed:-

- You will be given at least 48 hours notice of interview.
- The interview will either be face to face or by teleconference depending on the location of the applicant.
- Council will refund approved travel and overnight accommodation in some instances according to the Relocation Expenses and Rental Assistance Policy HRR004. Any other expenses associated with the interview will be borne at your expense. It is Council's policy not to refund interview expenses to any applicant who refuses an offer of employment.

## YOUR INTERVIEW

It is essential that you prepare for your interview. Your performance during the selection process should ensure you give yourself the best possible chance of presenting your case for the position.

### **Preparing for your interview**

- Carefully read the position description and in particular the key result area's and position attributes expected in the job.

The interview will consist of a series of questions based on the position description. You will have the opportunity to explain and expand on the information provided in your application.

The selection panel's task is to establish whether you possess the necessary skills and knowledge to perform the responsibilities of the position or have the potential to acquire these skills and knowledge within a reasonable time.

### **Factors considered in selecting preferred applicants:-**

The selection panel when determining the preferred applicant will consider (but not limited to) the following:-

- Application
- Performance at Interview
- Performance at practical task
- Skills & knowledge demonstrated for position
- Satisfactory medical examination/functional assessment
- Referee check
- Confirmation of qualification check
- Criminal History / Working with Children check

Your task is to convince the selection panel on how well you meet the selection criteria and to determine whether the position is suitable for you. Remember, the interview is a two way process. Therefore, as well as the interviewer asking questions, you may ask questions as well.

During the interview, it would be preferable if you could provide a firm commencement date should you be successful in obtaining this position.

## POST INTERVIEW

On the completion of all interviews the Selection Panel will decide who are the preferred applicants of Council, and the following steps taken to assist in finalising the selection process:-

### **Reference Checking**

You will be asked to supply two work-related referees (preferably of someone that has directly supervised you) with your application. These would be individuals who can comment directly on your abilities in the work situation.

If you are among the preferred applicants for the position, the interview panel will always conduct formal reference checks. Your referees will be contacted to answer a standard questionnaire.

### **Pre-Employment Medical Examination / Functional Assessments**

All positions as part of the selection process are subject to a pre-employment medical examination and functional assessment according to the level of activity required for the job, ie, sedentary or physical.

The pre-employment medical examination is completed by Konekt in Wagga but they also have offices in other towns and cities

Functional assessments are undertaken by Workplace Functional Assessors, who are familiar with Council's work environment and the specific physical attributes required for the position.

Costs of pre-employment medical tests and functional assessments are met by Council.

An offer for employment will not be finalised until the medical assessment has been received and assessed by Council.

If either the pre-employment medical examination or functional assessment contains restrictions, Council will ascertain whether it can accommodate any restrictions.

### **Other Conditions**

Applicants will comply with relevant conditions of employment in the provision of proof of required licences or qualifications, and the undertaking of any required screening, including but not limited to National Criminal History Check.

Council will pay for the cost of required checks.



## LOGGING YOUR APPLICATION

Applications for positions must be received by the closing date and either:

- Submitted online via working through the electronic application process

Or

- Mailed to Council and addressed as below:

Confidential – Position of \_\_\_\_\_  
Human Resources  
Narrandera Shire Council  
141 East Street  
Narrandera 2700

Or

- emailed to [hr@narrandera.nsw.gov.au](mailto:hr@narrandera.nsw.gov.au)

***PLEASE DO NOT SEND ORIGINALS***

***DO NOT BIND APPLICATIONS TO ALLOW EASE OF PHOTOCOPYING***

***RETAIN A COPY OF APPLICATION FOR YOUR RECORDS***