



Job Application Guide

Please follow the instructions in this guide carefully in order to ensure that you fully address all application requirements.

Thank you for your interest in the recently advertised position with Livingstone Shire Council. The assessment for selection is based upon the merit of each applicant in relation to the requirements of the position.

1. Livingstone Shire Council

Livingstone Shire Council is situated in the Capricornia region of Central Queensland. Following a successful de-amalgamation referendum, the Shire was re-established on 1 January 2014. Covering an area of 11,800 square kilometres, the Shire incorporates the coastal areas of Yeppoon, Emu Park, Great Keppel Island, Stanage Bay and Keppel Sands; and the rural areas of Byfield, Cawarral, The Caves, Yaamba, Kunwarara, Marlborough and Ogmoo.

Approximately 350 staff provide services to a growing population of approximately 36,000 residents. Industry in the Shire is predominately tourism and agriculture, including pineapple production and timber harvesting. The elected Council consists of the Mayor and 6 Councillors, and the organisation is made up of 4 operational departments. All departments report directly to the Chief Executive Officer.

2. Your Application:

Your application should include:

- A completed **Application Form**;
- Clear copies of qualifications, licenses, tickets and/or certificates that are **directly** relevant to the position being applied for
- A **Resume** containing a brief summary of your education, qualifications, work experience and two (2) work-related referees;
- A statement addressing the **Selection Criteria** (if required).

Please do not send originals of licences, certificates, tickets, etc.

2.1 Job Application Form

Included in this Application Kit is an Application Form. You **must** complete this form and attach it to the front of your application. Check your cover sheet for further information.

2.2 Resume

This is a brief summary of your details including:

- Personal details: name, address, contact telephone numbers;
- 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 role;
- Additional Information: e.g.: First Aid certificates, Drivers Licences, Operators Tickets etc;
- Referees: you are required to provide the name and contact telephone numbers of two (2) *work related* referees 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.



2.3 Addressing Selection Criteria

It is recommended that you address all selection criteria separately. Your demonstration of your ability to meet the selection criteria is the most important part of your application.

The Selection Panel will use all the information provided in your application, but will concentrate on how well you have demonstrated your ability to meet the selection criteria through an analysis of your qualifications, skills, abilities, experience and knowledge.

Each criterion is based on the required qualifications, skills and knowledge necessary to carry out the principal responsibilities of the role.

Consider the level of the position coupled with the skills and competencies within the Position Description and answer appropriately. For instance, if applying for an officer level position it is not necessary to refer to management level experience.

Depending on the nature of the role, if you do not meet an essential selection criterion to satisfy a legal, registration or accreditation purpose or to satisfy a requirement of a professional body, you may be excluded from further consideration for the position.

Wording used in the selection criteria describes the necessary level of knowledge or skill/ability to do the job. For example:-

Demonstrated means that you have actually performed the activity or used the skill in the past, rather than just the potential to do so.

Knowledge of, or the ability to rapidly acquire the knowledge of means that you already have the required knowledge or you can provide examples of past situations which have required a rapid acquisition of knowledge.

Thorough, sound or high level indicates that a more advanced level of knowledge or skill may be required.

Suggested approaches to addressing selection criteria include:

- Read each of the selection criteria carefully and make sure you specifically address each criterion 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.
- You may like to take into account;
 - What was your previous role?
 - What did you do and how did you do it?
 - What did you achieve?
 - What was the end result/outcome?
- Use actual examples of what you have done that are relevant to each selection criterion. Include how well you did it, what you achieved and how it relates to the requirements of the role. When considering the length of your statement addressing the selection criteria, remember it is *quality not quantity* that counts. Responses are generally no longer than one page per criterion.
- The statement should consist of each of the selection criteria as a heading and your written response underneath.



3. Selection Process

As an Equal Employment Opportunity Employer all selections are based on "merit". In order to select the most appropriate applicant for the position a number of selection methodologies are used. Each selection method will be based on the applicant's ability to successfully meet the requirements of the position.

3.1 Shortlisting

All applicants are short-listed after the close of applications. This involves:

- All applications being read by members of the selection panel;
- Information provided in each application is compared with the position requirements;
- Suitability in terms of the position requirements is noted and compared with other applicants; and
- The most meritorious applicants, as determined by the selection panel, are then shortlisted.

Short listed applicants are then contacted by phone to arrange an interview.

3.2 Skills Testing

Skills testing may be undertaken as a part of the shortlisting process, either prior to an interview or after. The skills testing may involve computer literacy, typing or other tests that are suited to the position.

3.3 The Interview

All short-listed applicants will be offered an interview. At the interview you may be required to bring with you original qualifications and/or tickets for viewing by the panel. The interview will consist of a series of questions based on the position requirements. 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 attitudes to perform the duties and requirements of the position and in some cases have the potential to acquire these skills within a reasonable time period.

Your task is to demonstrate to the selection panel on how well you meet the position requirements 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.

Dependent upon the position, if you are selected for an interview and are required to attend in person, Council may pay for your return airfare (if applicable). Any other expenses associated with the interview will be borne at your expense.

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

Preparing for your interview:

- Carefully read the Position Description and in particular the position requirements and functions of the position;
- List key issues relating to each criteria;
- Think of likely questions, which would directly apply to the Position Description.

3.4 Assessments

Candidates may undergo other assessments as part of the selection process. Applicants may also be required to attend a Functional Capacity Evaluation (FCE). If a position has been identified as requiring applicants to participate in an FCE, you will be advised at interview and be provided with an information sheet outlining the process.



3.5 Criminal History Checks

As part of the recruitment process, applicants may be required to undertake a criminal history check. If this is required, applicants will be advised by HR & Governance and asked to provide 100 points of identification and complete an applicant consent form.

3.6 Reference Checking

You will be asked to supply two (2) *work-related* referees with your application. Reference checks will be conducted after an applicant has successfully met the other selection processes. The best referees are those that can discuss your previous work experience in line with the position requirements.

4. Post Selection

4.1 Notification

Both the successful applicant and the interviewed unsuccessful applicants will be notified of the outcome as soon as possible after the final decision has been made.

4.2 Feedback

Unsuccessful interviewed applicants may obtain feedback on their application and interview by contacting the Chair of the interview panel. Council is unable to provide feedback to applicants who do not gain an interview.

5. General Conditions of Employment

5.1 Salary and Conditions of Employment

Salary and conditions of employment with Livingstone Shire Council will be either:

- General classification – based on industrial instruments; or
- Executive classification – non-industrial instrument.

These conditions will be discussed at the interview or at the time of your offer of employment.

5.2 Probation

Appointment in the first instance will be on the basis of a probationary period. This probation may be extended in exceptional circumstances. The purpose of the probation is two-fold:

- i) For the Council to see if the employee is suitable for the position or not and decide whether to offer permanent employment or terminate employment; and
- ii) For the employee to see if he/she likes the position and wishes to take the offer of permanent employment or resign.

5.3 Relocation

Relocation assistance may be provided for successful applicants. This will be negotiated upon offer of employment and will be in accordance with Council's policy.

5.4 Smoke Free Work Environment

Livingstone Shire Council has a smoke free work environment. No smoking is permitted in any Council building, vehicle, plant or machinery.

5.5 Policies

Council has a number of policies to ensure a quality working environment. It is important that all new employees become familiar with these policies after commencement.



5.6 Workplace Health and Safety

Livingstone Shire Council is committed to providing a safe and healthy work environment. Comprehensive workplace health and safety policies and procedures are in place to ensure you are not at risk while at work, these are known as SafePlan.

5.7 Induction

All new employees will be required to undergo a corporate induction when they commence at Livingstone Shire Council. This induction will be arranged by HR & Governance.

6. Lodging Your Application

Applications for any vacancy must be received by the closing date shown on the advertised position and should be forwarded to:

Post to: HR & Governance
Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

OR

Deliver to: Customer Service Centre
(by 4.30pm on closing date) Town Hall
25 Normanby Street
YEPPOON QLD 4703

OR

Customer Service Centre
Shop 1 34A East Street
ROCKHAMPTON QLD 4700

OR

Customer Service Centre
7 Hill Street
EMU PARK (Library) QLD 4710

Fax to: 4836 4776
Enquires: 4913 5000
E-mail to: employment@livingstone.qld.gov.au (.doc & .pdf files only)
(by midnight on closing date)

You will be sent an acknowledgment letter upon receipt of your application when the recruitment for the position closes.

For more information contact HR & Governance on (07) 4913 5000