

JOB VACANCY INFORMATION



NORTHERN
MIDLANDS
COUNCIL

INTRODUCTION

Thank you for your inquiry regarding a vacancy advertised by Council. These notes are designed to help you understand our selection process so that you can put forward your best case for the position.

Council is an equal opportunity employer and applies merit based selection techniques. This means the relative merit of each applicant is assessed against the position description document for the vacant position.

THE POSITION DESCRIPTION

Before a position is advertised, the requirements of the position are analysed and a list of duties and qualities required to perform the job are developed. This information forms part of the position description. If you require further information regarding the position, a contact officer is listed in the advertisement.

The relative merit is assessed by how well your knowledge, skills and abilities meet each of the criteria listed in the position description. A panel, a minimum of two people, is given the responsibility for selecting the successful applicant. As the first part of the selection process is based on your written application, it is important that you provide the panel with information that explains your ability to meet the requirements of the position description.

YOUR APPLICATION

Although there is no right or wrong way to format your application, you must address your ability to meet the requirements of the position description. The process of selecting who will be interviewed (called shortlisting) is based on how well you demonstrate your ability to fulfil the requirements of the job.

The following information is required as part of your application:

- ◆ Please complete Council's Employment Application Form
- ◆ A copy of your curriculum vitae or resumé
- ◆ A brief outline that describes how you consider yourself suitable against the requirements of the position description.
- ◆ Any other relevant information such as copies of qualifications and training undertaken.

SUBMISSION OF APPLICATIONS

Send your application so it reaches Council at the following address by close of business on the advertised closing date:

Human Resources Officer
Northern Midlands Council
PO Box 156
LONGFORD TAS 7301

Receipt of your application will be acknowledged by letter within five working days after the closing date. The selection panel will examine all applications submitted. Applications will not be excluded for any reason which is not directly related to the selection criteria.

Applications received after the closing date may only be accepted in exceptional circumstances.

THE INTERVIEW

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview, such as building access, communication assistance etc. Please inform the officer arranging the interview if you have any special requirements.

All interviewees will be asked a similar set of questions. The panel may deviate slightly to explore particular issues with applicants. Questions will have been developed in accordance with the position description and are designed to help the selection panel assess how well you match the requirements of the position.

The selection criteria may be weighted to indicate their relative importance. After the interview, the selection panel will rate or assess your performance against each criteria. In certain circumstances, other selection techniques may be included in the process. For example, you may be asked to provide examples of your previous work or participate in tests and exercises.

REFERENCE CHECKS

These are carried out only for the applicants with the strongest overall claim for the advertised role. Where possible, the panel will obtain this information from your present or most recent employer.

FURTHER INFORMATION

Further information in regards to Council can be found at our web site www.northernmidlands.tas.gov.au

CONCLUSION

Hopefully you have found this information useful in preparing your application. However, if you need more information please telephone the contact officer listed in the advertisement.