



Employment Information Package



be part of something bigger...your community
www.huonvalley.tas.gov.au

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Application Cover Sheet

Employment Information Package

Contact Details:

Huon Valley Council

Ph: (03) 6264 0300

Email: recruitment@huonvalley.tas.gov.au

About Us

About the Huon Valley

The Huon Valley is a vibrant, semi-rural community, 30 minutes drive south of Hobart.

The area is dominated by Sleeping Beauty, a mountain range that keeps a watchful eye over a district of nearly 15,000 people.

The Valley's 5,497 square kilometres features meandering waterways, forested hills, and a fertile undulating landscape that produces a dazzling array of quality foods that has helped Tasmania earn its reputation as a food lovers' paradise. One taste of a freshly picked Huon Valley cherry, or a delicate slice of an Atlantic salmon raised in the crisp, clean waters of the d'Entrecasteaux Channel and we're sure you'll agree....the Huon Valley is nature's larder.

As diverse as our natural environment are the people who choose to call the Huon Valley home. It attracts people from around the world who share a passion for life and a love of a rural lifestyle. They find in the Valley an energy that feeds their passions. The area's many volunteer-based sporting, cultural, environmental and community groups are testament to this, providing an important sense of community.

Population:
15,140 (2011 Census)

Area:
5,497 sq kilometres

Major Industries:

- aquaculture
- fishing
- agriculture

Economy:
\$380.5 million

Av Income:
\$868 (median weekly household income)

About the Huon Valley Council

The Huon Valley Council is the most southern municipal area in Australia. The Council was formed in 1993 through a series of state-wide amalgamations of Local Government Councils.

Today, the Council has an annual turnover of \$25 million, and a workforce of 175 people – 152 permanent and 23 fixed-term/casual employees.

The Council is responsible for providing a range of facilities and services to the community, ranging from the traditional services such as road maintenance and household waste collection, to less traditional services such as providing aged care and community health care services and facilities, and economic development. The Council is one of the Huon Valley's largest health care providers, owning and operating two medical centres in Geeveston and Dover, and a multi-purpose health centre, also in Dover.

The Council is also the largest provider of child care services in the Huon Valley, delivering a range of children's services programs and operating three child care centres at Huonville, Geeveston, and Dover.

Councils are created by a Statute of Parliament and possess only those powers created by the state government. All Councils in Tasmania are governed by the *Local Government Act 1993*.

Council's operate in a manner similar to a board of management of a company, with elected members headed by the Mayor.

Council's are responsible for management of the affairs of the municipal area, and the exercise, performance, and discharge of designated powers and duties.

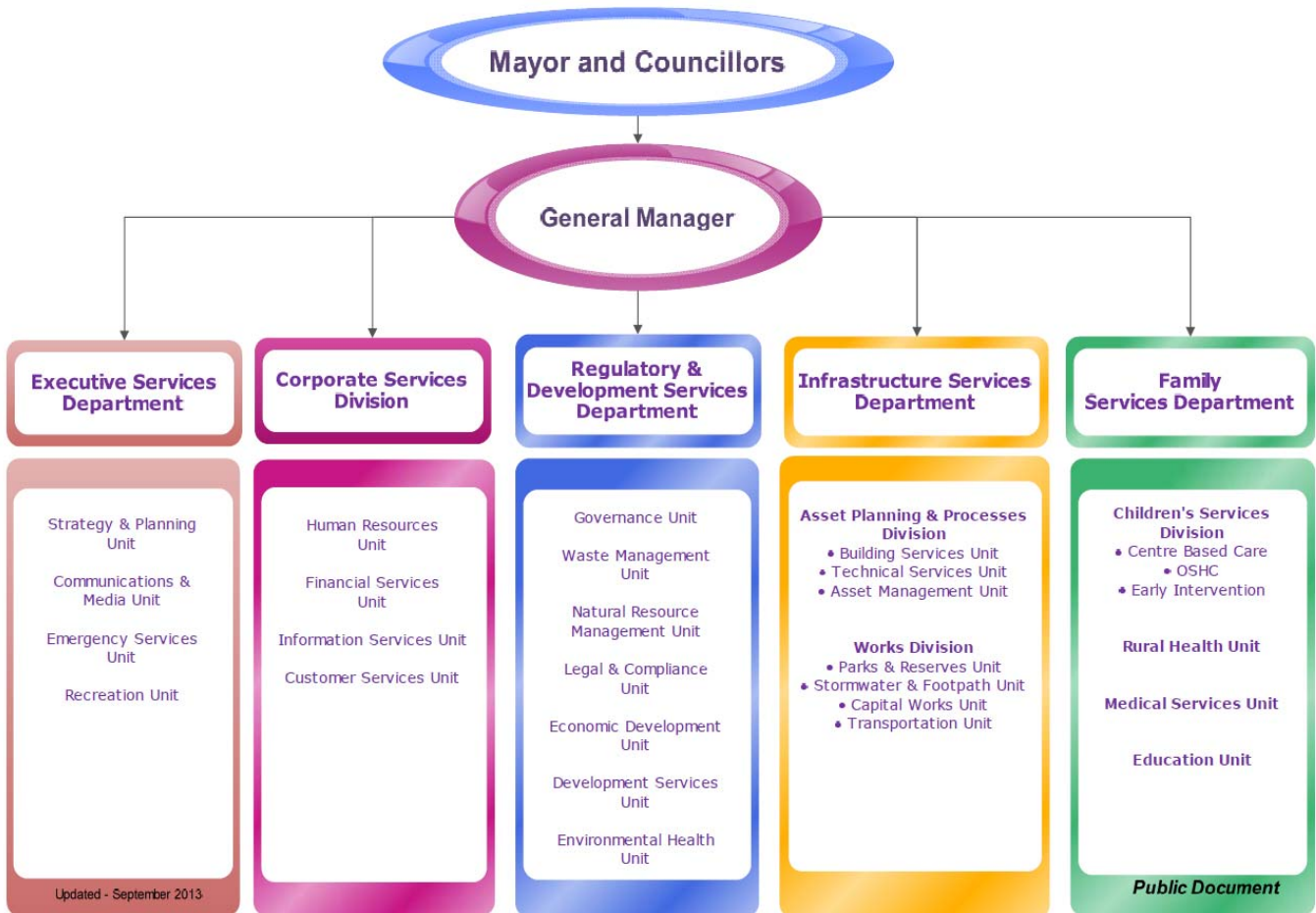
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For more information on the Huon Valley Council, visit our website – www.huonvalley.tas.gov.au



The Council's bridge crew replaces a bridge as part of the Council's 2009/10 Bridge Replacement Program.

Huon Valley Council Organisational Structure



■ Our Vision for the Future

The Council's vision, as articulated in its Strategic Plan 2010-2015 is:

*from Sleeping Beauty
to the Southern Ocean*

*prosperous, vibrant communities
in the Huon Valley*

live, work, and learn together

*enjoying beautiful rural landscapes
waterways and a healthy natural environment*

Our values – the way we work with others:

*in all our dealings we will
be open, fair and honest*

respect our people, land and future

embrace diversity and new ideas

pursue community cohesion

Our mission – how we do our work:

*our mission is to work in partnership
with the community and other stakeholders
to improve the quality of life for the people
of the Huon Valley by investing in a dynamic,
sustainable and equitable future*



**Historic building on
Geeveston's main street.**

How to Apply

The purpose of this document is to assist you in applying for a position with Huon Valley Council. There are a number of parts to your Council application; this application kit will step you through each of these. We look forward to receiving your application.

Preparing to Apply

The job advertisement will provide a number of details, which are important for your application. Firstly, the closing date for the position will be detailed at the bottom of the advertisement. The Council must receive your application by this date for it to be considered for the position.

All positions vacant are also advertised on the Council's website at: www.huonvalley.tas.gov.au/goto/jobs. Here you will be able to find further information regarding the position including a position description, organisational chart and any application forms.

Don't worry if you don't have access to the web. The details of a contact person or number will also be included in the advertisement and they will send you an information package on request.

It is recommended that you access the website or contact the Council using the contact details outlined regarding the position before submitting your application.

What should I put in my Application?

Your application should include the following components:

Cover Sheet

This page is included with this information package. It is used for data entry purposes only.

Covering Letter

This letter should include your contact details, including daytime phone number and address (located on the top right hand corner of the first page of the position description) and the position number and title of the position you are applying for. This should also give a brief outline of your personality and why you applied for the position.

Addressing the Essential and Desirable Selection Criteria

It is most important that you provide us with information on each of the Essential and Desirable Criteria. Before a position is advertised, the requirements of that position are analysed and a list of key responsibilities and the selection criteria are developed based on the position description. The selection criteria detail the skills, experience and qualifications that are required to perform the job. Essential criteria are those qualities that you must possess to perform the job, whereas desirable criteria are those qualities that would assist you in the job.

What you write and how you answer the selection criteria will determine whether or not you are interviewed. Where relevant, you should include details of your qualifications, knowledge, skills, abilities and relevant work experience, and support your claim with demonstrated examples. It is recommended that you address each selection criteria separately, clearly indicating the criteria you are addressing.

Resume

Your résumé provides additional information for the selection panel. Here you should include:

- Education credentials, attaching copies of any relevant qualifications (such as certificates and licences etc.).
- Employment history in chronological order, with your most recent position first. Details including period of employment, position and organisation should also be included.
- Referees – you should include at least two recent work related referee details, with names, position titles and daytime contact telephone numbers. Referees may be contacted if you are shortlisted and will be contacted prior to employment. It is recommended that you advise your referees of the position you are seeking and obtain their agreement to speak on your behalf.

Overseas Qualifications

If you have qualifications from overseas you are encouraged to attach a copy of an assessment of your qualifications by the Australian Education International – National Office of Overseas Skills Recognition (AFI-NOOSR) to your application. This assessment provides advice on the educational level of an overseas qualification compared to the educational level of an Australian qualification on the Australian Qualifications Framework (AQF). Your application cannot be considered without this assessment.

You can obtain more information about this assessment service by checking the website at www.aei.dest.gov.au or by phoning 1800 659 579.

Important:

Please ensure only copies of support material are included in your application, as originals will not be returned to you.

The Recruitment Process

The Huon Valley Council prides itself on a fair and equitable recruitment process. The Council's recruitment process is structured and involves a number of stages. Generally the recruitment process takes about eight weeks from the date the position is first advertised to the date the position is offered, though this is not always the case. The recruitment process is as follows:

- **Shortlisting**

Only applicants who have met the selection criteria will be shortlisted. The shortlisted applicants will then be assessed by the selection panel to determine who will be interviewed. It is important to remember that you are competing against other applicants for the position. If your response to the selection criteria is not complete, or the information against each of the essential criteria is not competitive with other applicants you may not be shortlisted for an interview.

- **Interview**

The Council will consult with you by phone of the date, time and location of the interview. You will also be advised at this stage, if you are required to provide any documentation or evidence of your work and of any additional practical skills and knowledge based exercises.

If you have any special requirements (e.g. disabled parking, wheelchair access) please advise us at this stage so that appropriate arrangements can be made.

The interview panel will generally consist of three members, although more or less dependant on circumstances. The panel works as a team to recommend the most suitable person for the job. The selection panel will ask questions based on the selection criteria in the position description and any other questions relevant to the position. Remember to focus your answers on these criteria, take your time and ask for clarification if you are unsure of a question.

As the interview progresses, the selection panel will be making a note of your responses to questions asked. This will assist the selection panel in making the final decision. A clearly presented and well thought out

answer will also demonstrate your verbal communication skills.

- **Second Round Interviews**

Sometimes the selection panel may need further information than that gathered in the initial interview. This may lead to one or more applicants being required to attend a second interview. This interview will involve acquiring further information needed arising from the initial interview.

- **Pre-employment Checks**

As part of the recruitment process reference checks may be carried out for shortlisted candidates and will be carried out for preferred candidates. Referees will be asked questions that are relevant to the selection criteria and will confirm the information provided in your application and at interview. Council policy requires preferred candidates to undertake a pre employment health assessment.

Certain positions require the Council to undertake criminal history record checks prior to being able to formally offer a preferred candidate employment. The costs of such checks will be covered by the Council.

The final decision will be arrived at after carefully considering your application, interview, referees checks and any practical based exercises conducted.

- **How and when will I be notified of the Outcome?**

The convenor of the selection panel will contact you with an offer of employment if you are selected as the successful applicant. This is usually within 7 days of the interview.

If your application is unsuccessful after attending an interview, you will be contacted by phone to be advised. Unsuccessful applicants may request the convenor of the selection panel to discuss ways to improve their application or interview performance in the future.

Statement of Commitment

The Huon Valley Council is committed to equity of opportunity for all employees, elected members and contracted staff. The selection of candidates is made with impartiality and without discrimination or regard for gender. All Council policies undergo continual review to ensure they promote equitable treatment of staff and support a work environment that values all staff.

Huon Valley Council

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PO Box 210, Huonville | ABN 77 602 207 029

Phone (03) 6264 0300
Email: recruitment@huonvalley.tas.gov.au

Application for Employment Cover Sheet

PERSONAL DETAILS

Given Name(s): _____

Surname: _____ Preferred Name: _____

Address: _____

Postcode: _____ Home Ph: _____ Mobile: _____

Email: _____

Do you need a work permit to work in Australia? Yes No

If so, what type? _____

Have you previously been employed by or made an application for a position within this Council?

Yes No If yes, please give details: _____

Are you applying for an advertised vacancy?

Yes

No

Please state number and title of position:

Please state the type of work sought:

Full-time

Part-time/Casual

Your application will be considered and kept on file.

Your application will be held on reserve file for six (6) months

How did you hear about the vacancy?

The Mercury Huon Valley News

Kingborough Chronicle Seek.com

Council Website Friend/relative

Other: _____

Current Drivers Licence Yes No

Current First Aid Certificate Yes No
