



Acting General Manager's Message

Thank you for your interest in applying for a position with Wingecarribee Shire Council.

Reading further within this Recruitment Pack you'll see that our Council provides fantastic work opportunities and our Shire offers a variety of family and lifestyle benefits.

Located within easy driving distance of Sydney, Canberra and Wollongong, the residents of our shire have access to the country's largest city, our nation's capital and world-class beaches.

Located some 700 metres above sea level means our Shire experiences a more temperate climate than many of our low-lying neighbours. It also provides for a backdrop rich in biodiversity and overflowing with natural beauty.

Dizzying waterfalls, breath-taking gorges and wide-open spaces can all be found scattered throughout our region.

Not only is Wingecarribee Shire Council one of the largest employers in the Southern Highlands, we also have one of the most skilled and diverse workforces.

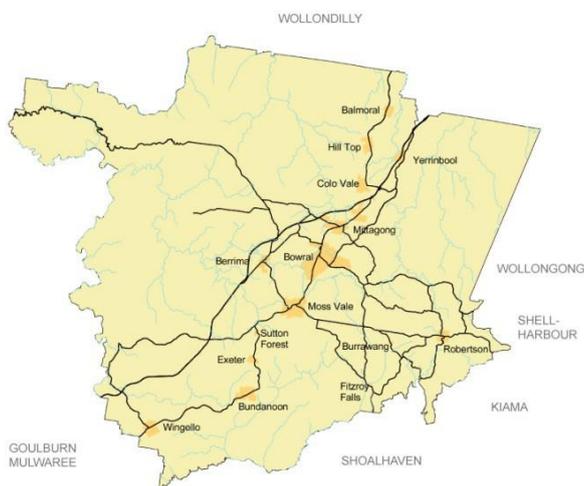
Our staff are crucial to our success and we're rightly proud of their achievements. We also think it is important career progression opportunities are provided for everyone.

On behalf of the management team of Council, I thank you once again for expressing an interest in the position and wish you the very best with your application.

Barry W Paul
Acting General Manager
Wingecarribee Shire Council

About Our Shire

The 2,700 square kilometres that make up the Wingecarribee Local Government Area are commonly referred to as the Southern Highlands of New South Wales.



Within the Shire lie the three major towns of Bowral, Mittagong and Moss Vale which provide the majority of the area's commercial and industrial infrastructure. Surrounding these towns are numerous quaint villages and rolling green countryside.

Wingecarribee Shire has an estimated resident population of 48,028, with an average annual growth rate of approximately one per cent. The NSW Department of Planning and Environment has predicted that by the year 2036 the Wingecarribee area will be home to approximately 51,800 residents (source: 2016 NSW State and Local Government Area Population and Household Projections).

Residents and families living and working in the Southern Highlands have a rich diversity of lifestyle choices at their doorstep.

These include:

- Access to top educational facilities (including Frensham, Tudor House, Oxley College, Chevalier College and St Paul's International School, TAFE and the University of Wollongong Moss Vale Campus)
- First class health services
- Strong community networks and support services
- Numerous sporting facilities and events including the nationally renowned Highland Fling and Bowral Classic cycling events and Moss Vale War Memorial Indoor Aquatic Centre
- Vibrant arts/cultural/tourism community with numerous festivals and functions including food and wine, sculpture, garden events and markets
- Historic past (including the villages of Joadja and Berrima - Australia's best-preserved Georgian village), magnificent natural scenery and attractions including Fitzroy, Carrington and Belmore Falls and the stunning Morton National Park
- Home of the famous Bong Bong Picnic Races and award-winning Tulip Time Festival, Illawarra Fly, International Cricket Hall of Fame, Brigadoon Festival and Robertson and Moss Vale Agricultural Shows.



Tulip Time, Bowral

About Our Council

Wingecarribee Shire Council was formed in 1981 following the amalgamation of the former councils of Bowral, Mittagong and Wingecarribee

The current Council Chamber is located in Moss Vale and Council meetings are held twice a month and are chaired by the Mayor. Our nine Councillors are elected by the residents of the Shire every four years. They are responsible for determining policy, authorising budgets and providing organisational direction

In December 2015 Council was deemed Fit for the Future by the NSW Government and we continue to progress as a strong, stand-alone organisation

Council currently employs approximately 450 staff across a very diverse range of roles from libraries to road maintenance to water supplies

Our Mission, Our Vision, Our Values

Mission

To create and nurture a vibrant and diverse community, growing and working in harmony with our urban, agricultural and natural environments.

Vision

- A community that values and protects the natural environment enhancing its health and diversity.
- A strong economy that encourages and provides employment, business opportunities and tourism.
- An innovative and effective organisation with strong leadership.
- A vibrant and diverse community living harmoniously, supported by innovative services and effective communication within Council.
- Places that are safe, maintained, accessible, sympathetic to the built and natural environment, that support needs of the community.

Values

- Integrity, Trust & Respect
- Responsibility & Accountability
- Communication & Team Work
- Service Quality.

For more information on Council's values, vision, long-term Operational Plan, Community Strategic Plan and Delivery Program, visit www.wsc.nsw.gov.au/integrated-planning-and-reporting

Why Work for Us

We are a community-focused organisation, providing a diverse range of services to the public including libraries, animal shelter, water and sewer supplies, road maintenance, bush regeneration and grass mowing. That is just some of the things we do –so, there could be the right job for you here at Wingecarribee

We are one of the largest employers in the area, operating since 1981 and expect to be operating for a long time to come. We are going through a business transformation which includes investing in new technology, refurbishing buildings to improve the working environment for employees and improving our employee-related systems. So, it is an interesting time to be with Council

We offer a range of benefits, some of which are higher than you might receive at other organisations. These include:

- Above Award rates of pay
- 9-day fortnight/19-day month (full time outdoor staff get one day off a fortnight, full time indoor staff get one day off a month)
- 9 weeks paid parental leave
- 6.5 weeks long service leave after 5 years' service
- 3 weeks sick leave per year which accumulates
- 2 days health & wellbeing leave per year
- Annual health fair where employees have free access to local health practitioners
- Free flu shots
- Training, education and personal development opportunities
- Purchase additional annual leave
- Other leave such as defence reserve and domestic violence support
- Discounted entry to local pools and gym operated by Council

And then there is the lifestyle/location advantage of living in a rural area with a relatively small population but still having access to all the facilities required such as health/medical, sporting and community. Our tour of the Shire for all new employees is a great way to see the benefits of working for Wingecarribee Shire Council

Contact Us

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The Recruitment Process

Council is an Equal Opportunity Employer and applies merit-based selection techniques. Merit is gauged by how well you satisfy the selection criteria listed in the Position Description - it is described as the relationship between the qualities required to do the job and the qualities that you bring to the job.

The following information is provided to assist you during the selection process.

Am I Eligible?

For permanent roles, you must be an Australian Citizen or be a Permanent Resident. Occasionally, some temporary or casual roles may allow for certain visas to be accommodated.

You must be medically fit to undertake the inherent requirements of the position and successfully complete a six-month probationary period.

What If I Am From Overseas?

Wingecarribee Shire Council often receives applications from candidates outside Australia. In accordance with the Department of Immigration and Border Protection requirements, it is illegal for Wingecarribee Shire Council to employ anyone without a valid visa that offers the right to work in Australia.

Further details can be obtained from the *Department of Immigration & Border Protection* website at www.border.gov.au.

The onus is on you to demonstrate proof of the right to work in Australia.

At the interview stage Council will ask to sight one of the following:

- Australian Birth Certificate
- Australian Citizenship Certificate
- Australian Passport
- Valid Visa with permission to work in Australia



Wingecarribee Shire Council is not opposed to sponsoring suitable candidates for positions that have a skills shortage. In all other cases if you cannot demonstrate proof of the right to work in Australia, you will not be offered employment.

Wingecarribee Shire Council has previously sponsored employees under the *Temporary Business Visa and Regional Sponsored Migration Scheme*.

How To Apply

All positions are advertised on Council's website www.wsc.nsw.gov.au (go to *Careers @ Council*) and other forms of advertising may be used depending upon on the position – eg Seek.

Initial inquiries should be directed to the Contact Officer whose details are shown in the advertisement. All inquiries will be dealt with in the strictest of confidence.

To apply for a position online you will need to have a 'unique' email address (not a shared email address).

Submission of all applications is done by using Council's on-line recruitment system, not via post or email. (If you can't apply online, contact the relevant Contact Officer to discuss options)

Using Council's on-line recruitment system you can upload up to three (3) documents. You will need to provide:

- Cover letter
- Resume
- Your response to the Selection Criteria – a **written** response is required for office-based roles. A **practical assessment** is required for outdoor, operational roles

Your Cover Letter

A cover letter should be a short introduction of yourself, why you applied for the position and any additional information you believe is relevant or important. You should highlight your qualifications, skills and experience relevant to the position you are applying for.

Your Resume/Curriculum Vitae

A resume should include the following:

- Your full name, address, email and daytime telephone contact details.
- A summary of your employment history starting with your current employment. In reverse order, it should detail the positions you have held including dates of employment and a brief outline of the main duties.
- Your relevant educational qualifications and professional affiliations. Copies of your documents should be attached.

- Details of relevant training courses attended
- The names, position titles, name of employer and contact details of two recent work- related referees, preferably your current or most recent manager/supervisor. (You should ask the referees whether they are willing to act as referees prior to supplying their details).

Ideally your resume should be no more than 3-4 pages long, so it should be clear and concise.

Points to remember:

- ***Update your resume***
- ***Use spell-check***
- ***Be positive in the language you use***
- ***Include examples of achievements and level of responsibility.***

Your Response to the Selection Criteria

For Office-Based Roles

The selection criteria *are the most essential* aspect of your application - this is your chance to shine.

Please provide a written response that demonstrates how your skills and experience are relevant to each selection criteria. It is important to be clear and concise.

A good way to address the selection criteria is to provide a specific example of where you have performed a particular task which is relevant. For example, if the selection criteria states 'excellent communication skills', you need to provide an example of a time you have used your communication skills to complete a task. You should set the scene, list the actions you took in performing the task and summarise the result. You could use the STAR method which is set out below

By outlining a specific example from start through to the end result, you are providing evidence of how you meet a particular selection criterion. This is important as it means the selection panel can see how your

skills relate and could be applied to the position.

It is important to remember that you are competing with other applicants for the position. If you do not provide details on how you meet both the Essential and Desirable Criteria in your application you limit your potential to be considered for an interview.

For Outdoor Operational Roles

For most outdoor or operational positions, you do not need to provide a written response to the selection criteria. Make sure your resume has listed all your skills and competencies.

Instead, you **may be required to complete a practical test** to demonstrate that you can operate the machinery, vehicle, etc that are used to perform the tasks of the position you are applying for

The infographic illustrates the STAR method for responding to selection criteria. It is set against a background of a wooden wall with a star-shaped metal grate. The text is organized into four sections, each starting with a large letter and followed by a question mark:

- S**ituation
 - Describe the background of the problem
- T**ask
 - What was your role in the situation?
 - What were your responsibilities?
- A**ction
 - What did you do?
 - How did you overcome the challenges along the way?
- R**esult
 - What did you achieve?
 - How long did it take?

At the bottom left is the iScholar logo, and at the bottom right is the text: "Information based on <https://www.reed.co.uk/career-advice/star-technique-what-you-need-to-know/>"

SOURCE: Information based on www.reed.co.uk/career-advice/star-technique-what-you-need-to-know/

How To Submit Your Application

Submit your application using the on-line system prior to the closing date.

Click on the position you are applying for and then click on the "Apply now" button.

Complete the questions and follow the prompts on screen

You should review your application and ensure that you save a copy before submitting. If you do not follow the complete process and see a confirmation screen, your application will be listed as incomplete and will not be considered.

Once you have successfully submitted your application, you should receive a confirmation email.

Note: Your application should be received by Council on or before the advertised closing date –late applications will not be considered

Once the vacancy has closed

All applications will then be reviewed by the Selection Panel and a shortlist made of applicants. It is anticipated that this process will not take longer than two (2) weeks after the closing date, however, due to unforeseen circumstances the process may be longer.

Short-listing and interviews

If your application is shortlisted you will be invited to attend an interview.

If you are selected for an interview you will usually be notified with at least three (3) business days' notice. Council will contact you initially by telephone regarding an interview and then confirm the arrangements by email.

Council may choose to conduct a telephone interview as part of the recruitment process.

The Selection Panel usually consists of three (3) people, two (2) related to the position and one (1) independent, usually an Organisational Development staff member.

You may be required to complete a practical skills and/or knowledge-based exercise – eg driving test. You will be advised of any such requirement prior to the interview.

If you are selected for an interview you should bring a portfolio that includes the **originals** of:

- Evidence of your 'right to work in Australia' – one of:
 - Australian Birth Certificate
 - Australian Citizenship Certificate
 - Australian Passport
 - Valid Visa with permission to work in Australia
- Your qualifications. You should provide the Selection Panel with a photocopy of all your original qualifications. This includes a photocopy of the front and back of your driver's licence.

The interview will follow a structured process and the Selection Panel will ask the same questions of all interviewees which are related to the selection criteria based on the Position Description.

The questions asked will be based on the criteria of the position as well as your skills and experience. You will also have an opportunity to ask any questions.

During the interview you may be asked for two (2) work related referees. You may also be asked to provide Child Protection Legislation documentation if the position has been identified as working with children related. Reference checks are done using the Xref online system

Some positions require a criminal history check and if so, this will be detailed in the advertisement.

For some positions, short-listed applicants will be required to participate in psychometric testing. This is done through an online assessment and will take approximately one (1) hour to complete. You will be advised if you will be required to undertake this test.

Referee checks may be conducted for short-listed applicants prior to the interview, so it is preferable that you nominate two (2) work related referees and provide their current contact phone numbers on your application. Nominated referees should have sufficient knowledge of your demonstrated experience and be able to offer informed comments.

Hints for your interview:

- ***You should relax and listen to the questions.***
- ***Do not rush into an answer, take your time to gather your thoughts.***
- ***If you are unsure of the question, do not hesitate to seek clarification from the Selection Panel before responding.***
- ***Try to be clear in your responses when discussing the strength of your skills, knowledge and experience so that the Selection Panel can easily assess your capabilities.***
- ***Don't forget to ask any questions you may have and to clarify any aspects of the position which you are uncertain about.***
- ***Remember that the interview situation is designed to be a two (2) way communication process.***

Pre-Employment Checks

Council has a number of Pre-Employment checks relevant to:

- validating an applicant's eligibility to work in Australia, and
- establishing their claims to meet the Selection Criteria.

These checks may cover:

- referee checks (for all positions)
- pre-employment medical assessments which include a hearing and a Drug and Alcohol (for all positions)
- Working with Children Check (only for some positions)
- Criminal History Check (only for some positions)

Please note: Your participation in any of the above pre-employment checks does not indicate that you will be offered a position, only that these are steps in the selection process.

The Appointment Process

Once the required referee, qualification, pre-employment medical, working with children and criminal history checks have been completed successfully, the preferred applicant will be contacted and given a verbal offer of employment. This will be followed by a formal Letter of Offer setting out the terms and conditions of employment with Council (as per Council/Local Government (State) Award policies and entitlements).

If You Are Unsuccessful

When the successful applicant has accepted the position in writing, all applicants who were selected for an interview will be advised by telephone and email that their application was unsuccessful. All applicants who were not selected for an interview will be notified by email that their application was unsuccessful. This will usually be within twenty-one (21) days after the closing date of the advertised position.



***Thank you for your interest in working for
Wingecarribee Shire Council***