



**How to apply for
a vacancy at
Blue Mountains
City Council**

INTRODUCTION

Blue Mountains City Council provides a wide range of services to more than 76,000 residents located within our World Heritage Listed area.

We currently employ around 500 people who play an integral role in satisfying the needs of residents and visitors while ensuring the sustainability of our community, economic and ecological environments.

When recruiting new employees, we aim to select people who best fit the requirements for the position and are committed to our objectives.

Blue Mountains City Council is committed to providing a dynamic work environment that enables employees to develop their skills and abilities while enjoying the natural beauty of our World Heritage location – just 1.5 hours drive from Sydney.

This information pack provides you with information on Council's Recruitment & Selection process.

Thank you for your interest in working with Blue Mountains City Council. We look forward to welcoming those of you who join our team and wish you all every success in your future.

IS THIS JOB RIGHT FOR YOU?

The best way to determine if this position is the one for you is to find out more information about the position and about Blue Mountains City Council. You can do this by visiting our website at www.bmcc.nsw.gov.au, reading this information, reviewing the position description and speaking with the contact person listed in the advertisement.

THE POSITION DESCRIPTION

The position description outlines the major duties/responsibilities of the position and lists the essential and desirable selection criteria.

Please review the position description carefully, paying particular attention to each of the essential and desirable "Selection Criteria".

To avoid disappointment, please also review your resume to ensure you have the experience and qualifications required for the position prior to applying.

If you have any questions about the position or are unsure of any of the selection criteria please phone the contact person listed in the advertisement.

THE CONTACT PERSON

Please review the position description before telephoning the contact person.

The contact person will be more than happy to answer any questions that you may have about the position and working with Blue Mountains City Council.

OUR WEBSITE

Our website www.bmcc.nsw.gov.au contains a large amount of information about Council. All externally advertised positions are located on our website.

PREPARING YOUR APPLICATION

Once you have identified that you have the skills, ability, experience and qualifications required to perform the advertised position and that this position is what you are interested in, you will need to prepare your application.

Generally, your application will consist of:

- A brief statement, which addresses how you can demonstrate each of the essential and desirable selection criteria. Each criteria should be addressed individually and may include relevant work experience, qualifications, skills, abilities and examples. This statement should be succinct and generally not exceed 3 pages;
- Your resume.

Please note:

- Our recruitment and selection process is designed to assess how well each applicant demonstrates the selection criteria. Your application must clearly demonstrate how your experience, skills, knowledge and qualifications meet the specific requirements of the advertised position and is separate to your resume. If you do not do this, your application will be unsuccessful (this includes internal applicants).
- Please ensure your application clearly indicates the position title and vacancy number of the position that you are applying for as quoted in the advertisement.
- Please do not send original documents as they will not be returned.

SENDING YOUR APPLICATION

Applications must be received by the closing date specified in the advertisement and should be emailed to hresources@bmcc.nsw.gov.au (preferred option).

Alternatively, applications can be faxed to (02) 4780 5796 or posted to:

Staff Applications,
Blue Mountains City Council,
Locked Bag 1005,
KATOOMBA NSW 2780

Within 2 working days of us receiving your application, we will forward you a confirmation letter (or if emailing your application, an acknowledgement email will be returned to you) to state that your application has been received.

Please note: Late applications will only be accepted if you have made arrangements with the contact person in the advertisement prior to the closing date.

THE SELECTION PANEL

The selection panel is made up of at least one representative from the area where the position will be working (usually the supervisor of the position) and an independent representative from another area within or outside Council.

The selection panel is responsible for selecting the best person for the position. When requested they are also responsible for giving feedback to candidates on their applications and interview performance.

THE SELECTION PROCESS

The selection process involves a number of stages:

1. Short-listing of applications

After the closing date for applications the selection panel will meet to assess the applications received. Applications will be ranked against the selection criteria and only the top ranked applicants will be invited to attend an interview.

It is important to note that you are competing against other candidates for the position. If you have not displayed the selection criteria or if other candidates display the criteria to a higher standard you may not be invited for an interview.

Within **15 working days** from the close date of applications you will be advised of the status of your application. If you are successful in being invited for an interview you will be contacted by phone to make the necessary arrangements. If you are unsuccessful in being invited for an interview you will receive written notification.

2. The interview

If you are invited for an interview you will be contacted by telephone to advise the date, time, location and the anticipated duration time of the interview. You will usually be given at least 3 working days notice to attend an interview.

As well as attending an interview with the selection panel you may be required to complete other activities/tests that help us to assess applicants against the selection criteria. Only assessment activities/tests that are relevant to assessing the criteria for the position will be used. If you are required to complete any activities/tests you will be advised of this when you are invited to attend the assessment/interview. Any necessary information about the assessments/tests will also be given to you and other candidates at this time.

If you have any special requirements that may impact your performance in the interview or any of the recruitment activities/tests please advise us when you are invited for the interview so we can ensure that you will not be disadvantaged in any way.

The selection panel will be happy to answer any questions you have about the selection process.

What to bring with you?

Please ensure that you bring along your original qualifications, licences or tickets that are required for the position.

You will also be asked to bring along proof that you are legally able to work in Australia. Evidence of permanent resident status include:

- Temporary Visa with entitlement to work;
- Australian or New Zealand passport;
- Certificate of Australian citizenship;
- Australian birth certificate

If you provide evidence that does not contain a photograph, supplementary documentation that contains a photo, such as a drivers licence, will need to be sighted/copied.

3. Working with Children Check

For some positions it is an offence under the Commission for Children and Young People Act 1989 for a person convicted of a serious offence to apply for or perform the position. This will be stated in the position description if it is a requirement.

At the interview you will be required to give consent for a “Working with Children Check” to be completed and must complete and sign a “Prohibited Employment Declaration”.

Employment is conditional on satisfactory checks being undertaken and you not becoming a “prohibited person”.

4. Reference Checks

Reference checks are carried out on the preferred applicant(s) for the position usually after the interviews have taken place. At least two referees will be contacted and asked questions relevant to the selection criteria and they will be asked to validate information provided in your application and at the interview.

Please ensure that you have provided names and contact details of at least two referees who have supervised your work. Please advise the selection panel if you wish to be advised prior to contacting any of your referees.

5. Pre-employment Medicals

Before an offer of employment is made, the preferred applicant(s) will be asked to complete a pre-employment medical with the Council’s agreed medical practitioner. Human Resources will contact the preferred applicant(s) and advise the relevant details. The pre-employment medical process is designed to assess an applicant’s ability to perform the position they have applied for.

NOTIFICATION OF THE DECISION

A member of the selection panel will contact the successful applicant, make an offer of employment and agree on a date for employment to commence. A written offer and conditions of employment will then be forwarded to the applicant.

If you attended an interview and you were unsuccessful you will be forwarded written notification within 15 working days of the interview.

A member of the selection panel may be contacted for feedback on your performance at the interview.

FURTHER INFORMATION

If you have further questions please contact our Human Resources team who would be happy to assist you.

Phone: (02) 4780 5700
Email: hresources@bmcc.nsw.gov.au
Website: www.bmcc.nsw.gov.au

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