



RECRUITMENT INFORMATION

TABLE OF CONTENTS

1. Introduction
2. Profile of the Shire of Mundaring
3. Shire of Mundaring Values
4. Is this the job for me?
5. Enquiries
6. How do I apply?
7. Preparing your application
8. What will happen after I submit my application?
9. Interviews
10. When will I know the outcome?
11. Quality assurance

1. INTRODUCTION

Thank you for your interest in working for the Shire of Mundaring. The information provided here is designed to assist you in applying for an advertised vacancy and to let you know about our recruitment and selection process.

2. PROFILE OF THE SHIRE OF MUNDARING

Area: square kilometres 644

There are over 13,000 rateable properties spread across thirteen independent town site cells, the majority of which are located along two old Railway Line Reserves, north and south of the Great Eastern Highway.

The Shire currently employs around 200 staff, of which 60 are based in the Administration Centre, 50 are Works Staff based at the Operations Depot with the remainder at external facilities such as libraries, recreation centres, parks and childcare facilities.

3. SHIRE OF MUNDARING VALUES

All employees are expected to consistently demonstrate Shire of Mundaring values and display the following behaviours.

Respect – Taking care of yourself and others whilst honouring and supporting diversity of skills, backgrounds and perspectives.

Integrity – Being who you say you are, of telling the truth and being consistent and reliable.

Team Spirit – Helping others, regularly sharing thoughts and knowledge, celebrating milestones, having fun and working towards a common goal.

Excellence in Customer Service – total commitment to informing, educating, consulting and responding to customer needs in a respectful and professional way.

Innovation – A willingness to seek ideas, share knowledge and remain flexible to new ways of doing things. It also means taking risks, making mistakes and creating time to reflect on issues to allow new solutions to surface.

Continuous Improvement – A continual openness to learning, sharing, reflecting, challenging and improving the way things are done.

4. IS THIS THE JOB FOR ME?

The job advertisement generally identifies the key requirements that need to be met. The Recruitment Information Kit will also include a position description that will outline the key functions, objectives, duties and responsibilities of the position, as well as the personal attributes, technical, educational and physical requirements that need to be met.

If you think you meet these requirements then we encourage you to find out more about the position and the organisation prior to submitting your application.

5. ENQUIRIES

If you are unsure about your eligibility to apply or would like to find out more about the vacant position you should contact the person whose name is given in the advertisement. Our website also provides useful information about our community, Shire services and strategic directions.

6. HOW DO I APPLY?

For most advertised vacancies you will be asked to include a brief covering letter telling us why you are interested in the position and a summary of your suitability; an application addressing the selection criteria; a completed application form; and your résumé. Please check the advertisement for details of requirements.

You will need to send this information to us by the due date and time as stated in the advertisement. Please note that **late applications will not be accepted**.

An application form is included at the end of this package for your convenience.

7. PREPARING YOUR APPLICATION

Your written application is important because the decision on who to invite for interview will be based on the information you provide us.

When preparing your application, list the key points you want to include that help demonstrate your suitability for the position. Then organise this in a clear and concise way. Consider asking an independent person to review your application before you submit it. You may forget to include some important details about your skills, abilities and experience and someone who knows you is likely to pick this up.

Your written application should include the following documentation:

i. **Covering Letter**

The covering letter is an introduction to your application. Provide details of the position, why you are interested in the position, an overview of your skills and abilities and any other relevant information including your availability for interview.

ii. **Job Application Form**

Please complete each section of this form carefully so that we know what position you are applying for and how to contact you.

If you want to submit any details of qualifications, certificates or awards please attach **copies** and not your originals.

iii. Résumé (Curriculum Vitae):

A résumé generally contains:

- Personal details.
- A summary of your work history, including relevant voluntary work, starting with the most recent position. Information should include name of employer, approximate dates and details of the tasks/responsibilities of each job.
- Your education and training achievements, including membership of any professional bodies and/or licensing authorities.
- Any activities you have undertaken outside of work that are relevant to the application.
- Contact details for two or more people who can provide a referee report if required.

While a standard résumé is useful, it is often not comprehensive enough for every vacancy you may apply for. You should include information specifically relevant to the position advertised and the stated selection criteria (if required).

iv. Statements in Response to Selection Criteria (if required).

The selection criteria specify the minimum education, knowledge, skills and experience required for the position. You will find the selection criteria listed under Position Requirements in the Position Description included with this kit. The job advertisement will tell you if you need to specifically respond to these requirements in your written application.

If you are required to address any or all of these criteria in your written application, preparation of your statements in response to each of the selection criteria is an important part of your application. When preparing your statements it is recommended that you:

- List each criterion separately as a heading.
- Under each heading provide a brief statement relevant to that criterion.
- The information that you provide should demonstrate how you have applied your skills, experience and knowledge.
- Provide clear, concise and relevant information to assist us to assess your claims.
- Where possible, use work related examples to demonstrate your skills, abilities and experience.

Please forward your application to:

**Chief Executive Officer
Shire of Mundaring
7000 Great Eastern Highway
MUNDARING 6073**

8. WHAT WILL HAPPEN AFTER I SUBMIT MY APPLICATION?

For each vacancy, the Shire identifies a small group of people who understand the job requirements. These people make up a selection panel to consider written applications and to further assess applicants considered competitive for the position. This assessment will usually include a personal interview and referee checks.

On receipt of your application the Shire will send you a letter to confirm that your application has been received.

9. INTERVIEWS

Applicants who are assessed by the selection panel as competitive will be invited to attend a personal interview. If you are asked to attend an interview please make yourself available for the offered interview date and time if at all possible.

Interview Preparation

The interview is an important part of the selection process. You may be assessed in a number of different ways, for example, a written test or practical demonstration.

To prepare for the questions that may be asked:

- Be aware of what the job involves from the description provided and by talking to the contact person listed in the advertisement.
- Focus on and think of examples of situations where you have applied relevant skills and abilities.
- Focus on the duties of the position and how you would carry them out. Think of any problems you might encounter and how you would resolve them.
- You may wish to bring with you examples of your work that help demonstrate your skills and abilities.

Attending the Interview

Please arrive 15 minutes before your scheduled interview time as for most positions, the primary questions will be made available to you 15 minutes prior to the interview starting.

If selected for an interview you will be advised of the details several days before the interview date. The selection panel will conduct the interviews. An interview usually takes approximately 45 to 60 minutes, depending on the position.

During the Interview

- You need to tell the panel about your skills and experience relevant to the position. You may find it difficult to promote yourself in this way, but it is your responsibility to convince the panel that you are the best person for the position.
- Take time to answer each question. A well thought out answer, presented clearly and concisely, will be appreciated by the panel. Ask for clarification if you need to.

- Where possible relate your answers to direct experiences you have had. This will help you demonstrate how you have dealt with previous situations and the outcomes of the action you took.
- When the opportunity is presented, feel free to ask any questions you may have relevant to the position. If you do not have any questions, it's OK to say so.

During the interview, each of the panel members will take notes and rate your answers to each of the questions. This is to assist the panel to make an objective assessment of each applicant, when comparing one with another.

Following the interview

One or a number of applicants, who interview favourably, may be invited to undertake further assessment for their suitability for employment. On some occasions they may even be invited back for a second interview. Further assessment may include an informal visit to part of the organisation or taking part in a group activity. The overall objective is to help both the applicant and the employer get to know enough about each other for informed decisions to be made about future employment.

The final part of the selection process for the preferred applicant is a **pre-employment health assessment**. The Shire will cover the cost of this assessment which will be conducted by a provider nominated by the Shire. The purpose of the assessment is to establish your fitness to undertake the requirements of the job.

10. WHEN WILL I KNOW THE OUTCOME?

If you are short-listed for interview, you will be contacted within 2 weeks of the closing date to let you know the interview day and time.

You will be contacted after the interview if you are required to undergo a medical assessment.

The selection process should be completed within approximately 4 weeks and all applicants will be notified by letter of the outcome. The letter will provide the name of a panel member or other nominated officer who you can contact for feedback about your application.

11. QUALITY ASSURANCE

Standards relating to the recruitment, selection and appointment process have been set to demonstrate the Shire's commitment to equal employment opportunity.

The process will be reviewed by the Human Resources Branch to ensure these standards have been met.