



East Gippsland Shire Council

www.eastgippsland.vic.gov.au

EMPLOYMENT APPLICATION GUIDE

Please follow the instructions so you address all application requirements.

Thank you for your interest in a position at East Gippsland Shire Council. Our people are selected on merit. We use your responses to the key selection criteria as the first step to assess your suitability for the role.

THE APPLICATION PROCESS

Applications need to be received by the closing date and time and must include the following:

1. **Covering letter** - Please provide a letter which introduces yourself. Include the position title and why you are interested in the role.
2. **Resume** - which includes your contact details, and outlines your employment and educational history, and a minimum of two work-related referees.
3. **Addressing the key selection criteria** – In the application process, you will be asked to respond to each key selection criteria listed in the position description. It is important that you demonstrate connections between your qualifications, experience, skills and knowledge against the selection criteria. Please keep your responses short.

To submit an application, you will need to access our online career portal, find the relevant vacancy and click the 'Apply' button. The system will ask you to create an account profile, including attaching a resume and covering letter for the vacancy, respond to the key selection criteria and answer mandatory recruitment questions.

In order for your application to be deemed 'complete', you will need to ensure you have successfully completed all mandatory fields in our online recruitment system. ***We cannot process incomplete applications.***

Once you have submitted your completed application through the online recruitment system, you will receive an email confirming receipt.

After the stated closing date, we will begin the process of shortlisting applicants for interview. You will receive a phone call if you are shortlisted or an email if you are unsuccessful.

Notification and Timeframes

All completed applications will be acknowledged by email from a member of the Human Resources team. As a guide, the short-listing of candidates is usually completed within approximately two weeks of the closing date. You should normally receive either a phone call inviting you to attend an interview, or an email advising that you were unsuccessful, within about four weeks of the closing date.

The Interview

If you are invited to attend an interview, the interview panel will usually consist of three people and last for approximately 30 minutes to one hour.

Interview questions will be consistent for each applicant. Whenever practicable, applicants will be interviewed in person; however, interstate or overseas applicants may have an initial interview via skype or teleconference.

The panel will inform you at the interview when they expect to inform applicants of the outcome.

Qualifications and Certificates

If the vacancy you are applying for requires a mandatory certificate, qualification or licence you will be asked to upload these during the online application process.

Pre-Employment Checks

Pre-employment police and/or working with children checks may be required for certain positions. We will pay for the relevant checks for all ongoing (i.e. full-time and part-time) positions. All potential applicants will be advised of this requirement in the position description and during the interview stage.

Pre-employment Testing

Psychometric testing will be conducted on preferred applicants for all Coordinator level and higher positions, as well as other specialist roles as identified by the relevant Director. All preferred applicants are assessed against the behavioural requirements of the position and those positions that have supervisory responsibilities are tested on their emotional intelligence to help ensure the best fit for the role and our organisation. The results of the testing will be used in conjunction with other evidence gathered during the recruitment process to make the final decision.

Pre-employment Health Declaration

Prior to commencing you will be requested to complete a Disclosure of Pre-Existing Injuries or Disease form which will establish whether you have any pre-existing injuries or illnesses that may be aggravated as a result of carrying out the role or require reasonable adjustments to the workplace.

A false or misleading statement or failure to disclose relevant information may affect any future claims if a disease or injury is aggravated.

Pre-employment Medical Examination

Prospective employees for 'physically demanding' positions and those with supervisor responsibilities will be referred for a pre-employment medical prior to appointment. Depending on the role, you may need to pass a pre-employment medical examination prior to commencing. We will cover this expense for all permanent roles.

Qualifying Period

All new employees will be required to complete a six-month qualifying period.

Employment at East Gippsland Shire Council Frequently Asked Questions

If I am someone with additional needs, do I have to tell council about it in my application?

You have no legal requirement to tell us about your disability, unless it affects your ability to do the tasks needed to get the job done.

Do I need to tell council about my heritage or if I am Aboriginal?

There is no legal requirement to tell us about your heritage or if you are an Aboriginal or Torres Strait Islander person.

Does council offer traineeships?

Traineeships are offered in certain work areas from time to time. They are advertised through our standard recruitment process or will be managed with the assistance of a third party employment agency.

I have additional needs that means the recruitment process may need adjusting. Can council meet my needs?

As an Equal Employment Opportunity employer we try to provide all support needed to ensure people with disabilities are not disadvantaged in the recruitment process.

If you need a change to the recruitment process, please feel free to identify yourself as a person with a disability in your application and let us know what type of reasonable adjustment you need. Or you can contact Human Resources to talk about your needs.

Telling us about your disability will not disadvantage you as long as you can complete the requirements of the role.

How many stages are there in the recruitment process?

The number of stages that you are required to complete will depend on the role you are applying for.

Every role will require an interview and reference checking before an appointment can be made. Other stages of recruitment can include a second interview, psychometric testing and/or pre-employment medical assessments.

Can council adjust the workplace to help me complete the job?

Yes, we can make reasonable adjustments for people with disabilities. However, we won't be able to make changes that will result in us experiencing unjustifiable hardship.

It is important for us to take your disability into account and decide what the best adjustments to the work environment would be for your particular disability.

How else does council support people from diverse backgrounds?

We have zero tolerance for any behavior of a discriminatory or harassing nature. We take these matters seriously.

We do not tolerate discriminatory or offensive behavior towards any individual or group of employees, regardless of their gender, age, cultural or linguistic background, sexual orientation or other attributes.

All Councillors and staff have had cultural awareness training. This program was conducted by a local Aboriginal person and provided Councillors, management and staff with an insight into local history, Aboriginal customs and mannerisms, and a visit to country.

We will offer a mentoring program to Aboriginal staff as they commence; however, there is no requirement to take part. To build capability to mentor Aboriginal staff, we ran a training program to develop our supervisors' skills, knowledge and understanding of mentoring.

We also have a disability awareness training program available for teams who work with a person with a disability. This process allows the team to make preparations and will provide a smoother transition into the workplace for the new employee.

The training includes a section on positive and inclusive communication. It will contribute to ensuring we are a disability-friendly workplace. After people receive this training they should become more at ease with disability.

What is the Reconciliation Action Plan?

East Gippsland Shire Council, through our Reconciliation Action Plan, is proud to be taking real action to improve our relationship with Aboriginal community members, which is significant for us and we hope for our community.

East Gippsland is fortunate to have a very vibrant and visible Aboriginal and Torres Strait Islander community that provides a depth of cultural and community diversity that is significant in a Victorian context.

The opportunity to prepare a Reconciliation Action Plan has enabled us to take a proactive and strategic approach to formalise and publicly commit to a range of actions that set out our contribution to reconciliation in East Gippsland.

Providing opportunities for Aboriginal and Torres Strait Islander communities assists us in our goal to improve inclusion and create mutual understanding and effective partnerships.

What is the Diversity Access and Social Inclusion Plan (DASIP)?

The DASIP builds on and expands actions to include people with diverse backgrounds in the social and economic life of our communities. This Plan includes:

- A vision for the organisation and the community;
- A framework for the whole of the Shire for valuing, celebrating and respecting all people in our community and regarding them as equal; and
- Actions and strategies aimed at building and strengthening communities where everyone feels welcomed and valued.
- The actions are targeted at the council's internal practices and activities as well as building partnerships across local communities. The Disability Action Plan is an integral part of this Plan.

Particular actions include promoting and developing local job opportunities for individuals from diverse backgrounds. We are using initiatives to promote accessible employment in the workplace and will encourage appointments when the opportunity arises.