

## INFORMATION FOR APPLICANTS

Thank you for your interest in a Sunshine Coast Council vacancy. Please review the Position Profile carefully to assess your eligibility for the position.

### Eligibility

The key responsibilities and requirements contained in the Position Profile details the knowledge, skills, behaviours and qualifications expected of a successful candidate. You are encouraged to self-assess your experience and level of skills documented in the Position Profile.

You must have the right to work in Australia to be eligible to work at Sunshine Coast Council. If you have a working visa, this must be presented if you are successful in obtaining an interview.

### Preparing your Application – what to include:

1. A **written application / covering letter** detailing your suitability for the role in Council including your ability to fulfil the key responsibilities and requirements of the position, including details of any specific or mandatory qualifications – 2-3 pages maximum; and

When responding be sure to use examples relevant to the key responsibilities and requirements of the position and broadly consider the capabilities that would be required to be successful in the role.

2. A **resume** (or curriculum vitae) which provides:
  - Your relevant personal details, qualifications and work history.
  - Concise description of your relevant **work experience** starting with the most recent (including dates).
  - Where relevant, a brief description of your **duties** and **responsibilities** in each job.
  - Your **education** and **training** achievements including any studies you are currently undertaking.
  - Professional **memberships**.
  - Any **activities** you have undertaken outside of work or study (optional).

### Referees

Details of nominated referees and contact details are to be available on request. Remember to ask referees prior to nominating them.

### Closing date

Check the closing date for applications, to ensure your application is submitted on-line by 11:55pm on the date indicated.

### Lodging your application

- All applications are to be submitted online at <https://www.sunshinecoast.qld.gov.au>
- When you click “Apply for this job” for the first time you will be required to enter relevant information to set up a profile for yourself.
- As part of your application you will be required to upload a resume and cover letter in WORD or PDF format (PDF preferred).

Refer to the [How to apply for a job factsheet](#) for more detailed information.

## Making enquiries

- Specific enquiries regarding the position are directed to the nominated contact officer referred to in the Position Profile.
- General enquiries are directed to People & Culture by emailing [joinusnow@sunshinecoast.qld.gov.au](mailto:joinusnow@sunshinecoast.qld.gov.au).

## Shortlisting

Selection is based on equity and merit. The candidate who best demonstrates to the selection panel the highest level of merit overall will be awarded the position.

Shortlisting will be finalised after the closing date. Shortlisted applicants will be invited to an interview with the selection panel via phone call or email. The selection and appointment process is likely to take 4-6 weeks.

Applicants who were not successful in obtaining an interview will be notified via email.

## Preparing for the interview (if shortlisted)

All interview questions will be job related and will relate to the position. To prepare you for the questions that may be asked:

- Re-read the key responsibilities and requirements relevant to the position.
- Focus on the key responsibilities/duties and the capabilities required of the position and consider your personal examples of work and study situations where you have applied the relevant skills and abilities.
- Review the external website to gain a broad understanding of the corporate culture and major projects that may be relevant to the position.

You may bring personal notes into the interview to provide prompts for yourself.

If you have any relevant reports or other work you have done which will provide examples of your skills and abilities, you may choose to make these available at the interview.

## The interview

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work, that is, neatly and appropriately.

It is recommended to arrive at your interview at least 10 minutes prior to your scheduled interview time. Please also allow enough time to find a car park, as parking around Council offices is often busy.

During the interview:

- Don't assume that the panel members know about your suitability for the job even though you may have worked with them or have previous experience in the position.
- Take time to answer each question. A well thought-out answer presented clearly and concisely will be appreciated by the panel, even though you may take a few moments to put your thoughts together.

When the opportunity is presented, ask any questions you may have relevant to the position. Avoid asking questions just for the sake of it. If you do not have any questions then do not hesitate to say so.

The panel members will make notes of your responses to the questions to assist them in assessing the overall merits of your claims to the job in question.

## Additional assessment

A range of assessment methods may be used in assist selection, including psychometric testing and competency based testing.

## Review of candidates

The selection panel will assess each interviewed applicant for overall application rating and decisions will be made on the most suitable applicant for the position.

## Reference checks

Referees may be contacted by the panel after the interview process in which you were directly involved. Often the panel will confirm with you that the referees on your application are still current.

## Offer of appointment

The successful applicant will be notified verbally as soon as possible after the selection panel have reached their decision and the offer has been approved by the appropriate delegate. When the offer is verbally accepted, the letter of offer/employment contract will be emailed to the successful applicant. The employment contract will be complete once the online offer is accepted.

All other interviewed applicants will also be notified verbally as soon as possible by the Panel Chair or delegate. All interviewed candidates are welcome to request feedback.

## Disclosure of previous injuries by a prospective employee

There is a requirement for a prospective worker (if requested in writing by a prospective employer) to disclose all pre-existing injuries of which they are aware that could reasonably be aggravated by performing the employment related duties. The prospective employer must advise the prospective worker that if they do not comply with this request, or supply false or misleading information, they may not be entitled to compensation or damages under the *Workers' Compensation and Rehabilitation Act* for any event that aggravates the non-disclosed pre-existing injury.

However, if a worker is engaged before making the disclosure (or being asked to make the disclosure), his or her rights are unaffected. The prospective employer may for a fee and with the prospective worker's consent, obtain their claims history from the Workers' Compensation Scheme Regulator. The prospective employer must not disclose the contents document to anyone.

## Conclusion

Sunshine Coast Council is an equal opportunity employer that values cultural and physical diversity.

Our aim with this "Information for Applicants" document is to provide you with a general insight into the process involved in applying for positions with the Sunshine Coast Council and to provide you with practical guidelines and suggestions to assist you with your application.

We appreciate your time and interest in applying for a position with the Sunshine Coast Council. Finally, we wish you all the best with your application.

Current as at January 2018

### Sunshine Coast Council

[www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au)

[mail@sunshinecoast.qld.gov.au](mailto:mail@sunshinecoast.qld.gov.au)

T 07 5475 7272 F 07 5475 7277

Locked Bag 72 Sunshine Coast Mail Centre Qld 4560