

EMPLOYMENT INFORMATION



Thank you for enquiring about employment with Derwent Valley Council. The following information is designed to assist you to prepare an application for an advertised position and provide information about our municipality.

Applicant Information

Application process

Please obtain a copy of the Position Description prior to lodging your application.

Your application

Job applications need to be clear and concise. The selection panel reviews all written applications and uses them to create a shortlist of applicants.

Your applications should provide information that demonstrates:

- Your knowledge and skills against each of the selection criteria, using relevant examples.
- Your experience and qualifications and/or your ability to develop the skills required.

You should submit your application in the following format:

1. Covering letter

It is recommended that you include a short one to two page covering letter that introduces yourself and addresses the reason that you are applying for the position.

2. Current resume

Your resume is a history of your employment and work experience and should cover:

- your employment history starting with your current employment and working backwards.
- details of the positions that you have held, including employment dates, capacity in which you were employed (e.g. full-time, part-time, casual), where you were employed, and a brief outline of your main duties, responsibilities and achievements.

- your educational qualifications, including the title of your qualification, the year awarded and the title of the institution attended.
- information regarding training courses or developmental programs that you have attended.

3. Selection criteria

The selection criteria represent the minimum level of knowledge and skills that you will need in order to perform the duties of the position. You must address each criterion in your application, providing examples of how you believe you meet or have the potential to meet the requirements.

In addressing the selection criteria, you should:

- read the selection criteria carefully.
- explain how you meet each of the criteria, including examples.
- provide evidence or support of your achievement.
- check that you have addressed the major factors.
- aim for approximately half to one-page responses for each criteria.

As a general rule, the more senior the role, the more complex the selection criteria and the more detailed your response should be.

4. Statement

If you have been requested to provide a one or two page statement outlining your suitability for the role, you will need to provide examples of your skills and/or experience in relation to the skills and competencies on the position description.

The Interview

The interview allows the applicant to expand on the information in the written application. The interview will be conducted by a panel, generally consisting of three (sometimes more) members.

The panel will ask all applicants the same set of questions, which will be based on the selection criteria in the job description. However, some extra questions may be asked of each applicant to gain additional information about their skills. You may also ask questions or seek clarification from the panel regarding the position, career development or conditions of employment.

You should bring the following information to the interview:

A copy of your application including your resume.
Questions you would like to ask the interview panel.
Dot-point information that may assist you during the interview (i.e. notes against each of the criteria to help you remember).

The selection process

Our positions are filled based on suitability for the position, the merits of the candidates and relevant legislative requirements.

Merit and suitability are assessed through an objective selection process, which includes written application, an interview, any assessment tools that are utilised, and referee reports.

The successful candidate is the one who is determined to best meet the selection criteria during this process.

Next steps

The panel will assess the candidates to determine who is most suitable for the role. Once the panel's selection has been approved, the successful applicant will be advised verbally, and then provided a formal offer of appointment in writing. Unsuccessful candidates will be advised, at each point of the process, if they have not been successful proceeding to the next round of the process.

In some cases, the panel may decide that none of the candidates interviewed are suitable for the role, and decide not to make an appointment. This does not happen often.

Appointment Process

1. Reference checks will be conducted prior to the appointment of the successful applicant.
2. Applicants will be required to undergo pre-employment checks including, but not limited to, a National Police Check and pre-employment medical.
3. A probationary period applies to all full time, fixed term over three months and part time appointments.

For enquiries, please contact:

Derwent Valley Council
PO Box 595
NEW NORFOLK TAS 7140

Telephone (03) 6261 8500

Email dvccouncil@dvc.tas.gov.au

Website www.derwentvalley.tas.gov.au

Further information

Please refer to the following documents for further Council information. All documents are available on Council’s website www.derwentvalley.tas.gov.au.

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| Annual Plan | Media Releases |
| Annual Report | Council |
| Minutes and Agendas | |
| Strategic Plan | Information |
| Brochures | |
| Council Policy Documents | |

Fast Facts

- Municipal area approx. 4,103 sq km
- Population approx. 10,518
- There are three Council operated cemeteries at Malbina, North Circle and Red Hills
- There are two Council owned swimming pools at New Norfolk and Bushy Park
- Public BBQs available for hire at Tynwald Park, Gleeson Park and the Esplanade
- Councils public toilets are located at Circle Street, Arthur Square, Tynwald Park, Esplanade, Gleeson Park, Millbrook Rise, Fitzgerald Park, Maydena and Granton

Municipal Area

