

DERWENT VALLEY COUNCIL

Derwent Valley Council Employment Information Pack



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 must contain the following:

1. Covering letter

Please attach a covering letter introducing yourself:

- Briefly outline experience relevant to the position.
- Outline your interest in the position.

2. Resume

In your resume please provide:

- Your employment history from most recent to least recent.
- List of academic and/or professional training and membership of any professional bodies.

3. Statement addressing the selection criteria outlined in the Position Description

This is an important part of your application and your comments must be related to the Selection Criteria for the position.

It is strongly recommended that you use each Selection Criteria as a heading and briefly outline your relevant claims and experience separately against each criterion. A small initial paragraph followed by dot points is acceptable.

It is up to you to demonstrate that you understand the requirements of the position and have the demonstrated experience, knowledge, skills and attributes required for the position.

4. Referees

Please provide the name and contact telephone number (office hours) of two recent referees.

Appointment Process

1. Applications received by the closing date will be evaluated and short-listed.
2. Short-listed applicants will be contacted to arrange an interview.
3. An interview will be conducted by a panel in accordance with public service practice (eg gender diversity and independent members)
4. Reference checks will be conducted prior to the appointment of the successful applicant.
5. Applicants who are interviewed will be advised of the outcome of the interviews at the completion of the process (usually within two weeks of the interview).
6. Applicants will be required to undergo pre-employment checks including but not limited to a National Police Check and pre-employment medical.
7. A probationary period applies to all appointments.

Enquiries/Contact

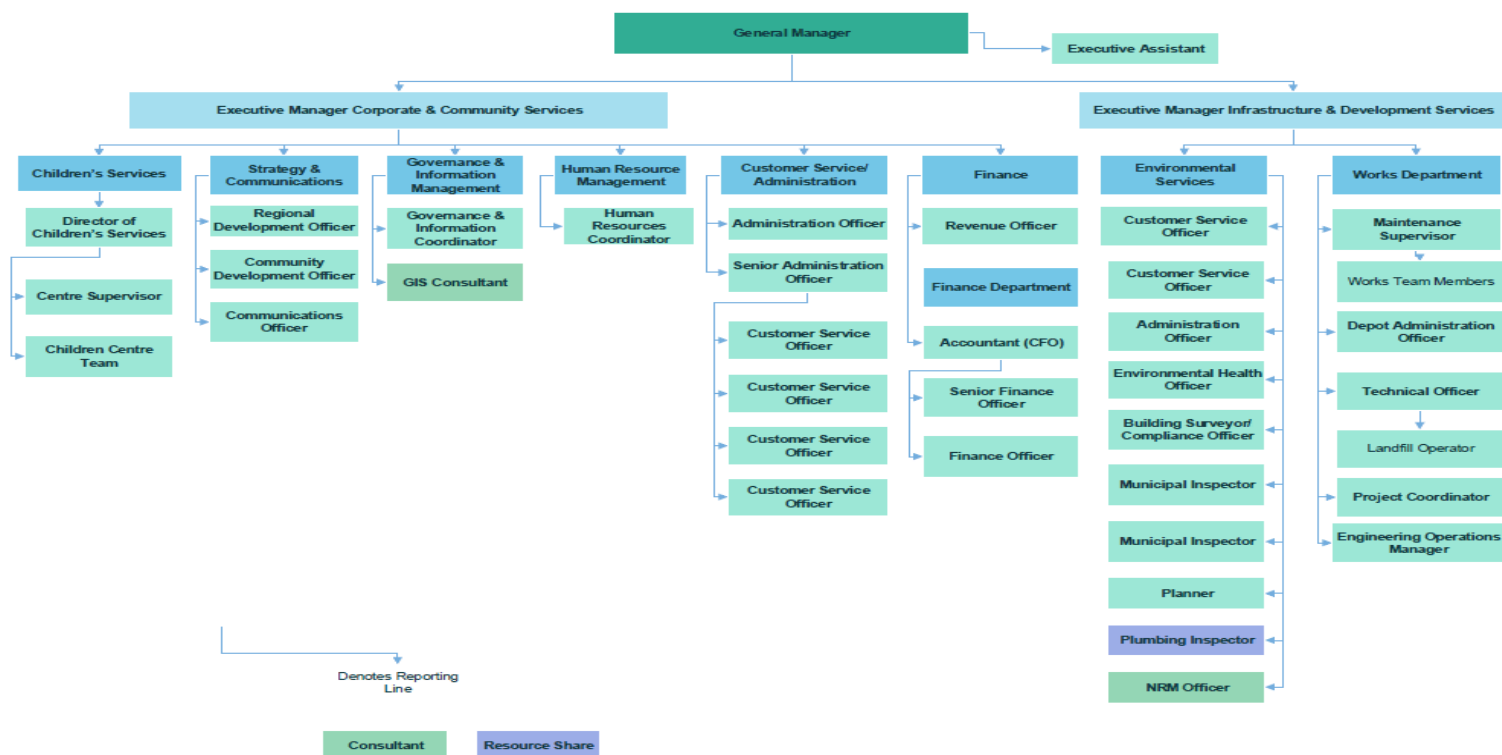
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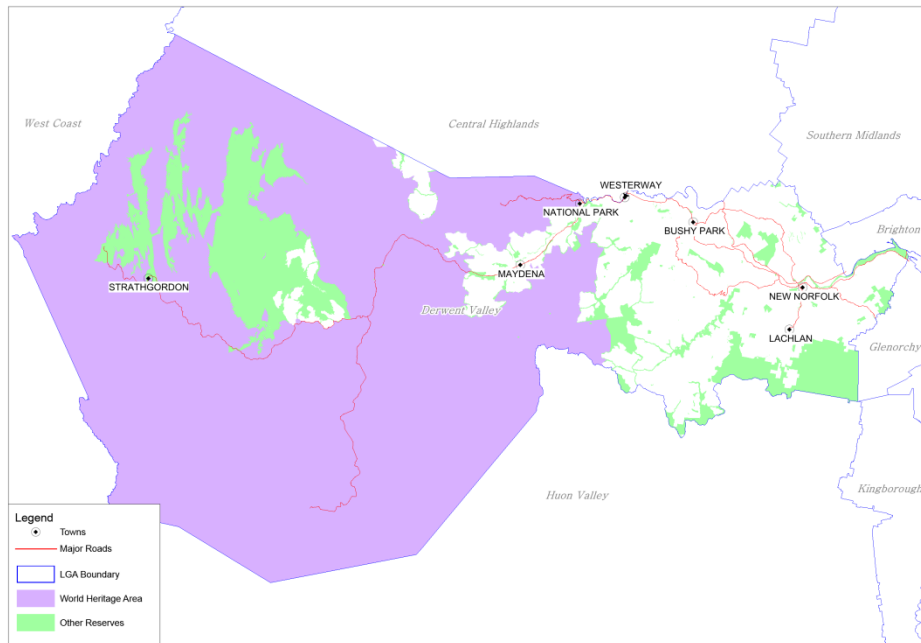
Council Organisational Chart



Fast Facts

- Municipal area: 4,111 sq km
- Total population: 9,708
- Male: 4,935
- Female: 4,773
- Population of New Norfolk: 5,244
- Number Registered Local Businesses: 466
- Total length of council maintained road: 333km
- Number of rated properties in the municipal area: 5,586
- Area of world heritage area: 2,789 sq km
- Total area of Public Reserves: 3,266 sq km
- Number council operated cemeteries: 3
- Number of council owned swimming pools: 2
- Public BBQs available for hire: 8 (Tynwald Park, Gleeson Park and the Esplanade)
- Council supplies public toilets in the following locations: Circle Street/Arthur Square/Tynwald/Esplanade/Gleeson Park/Grantton/Millbrook Rise/Fitzgerald Park/Maydena

Municipal Area



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

Annual Plan

Media Releases

Annual Report

Council Minutes & Agendas

Strategic Plan

Information Brochures

Council Policy Documents