



# GCCC Job Application Guide

Revised October 2011



## Working for Gold Coast City Council

The Gold Coast is Australia's largest non-capital city set against world-class beaches, waterways and hinterland. The sunny subtropical climate makes it a highly sought after destination to live, work and visit.

Gold Coast City Council (GCCC) is a large and diverse organisation with in excess of 3,000 employees, charged with sustaining the city's growth and economic development while protecting its unique lifestyle and natural environment. It has an annual budget in excess of \$919 million. Our workforce is committed to excellence and innovation and passionate about making a difference to the future of the city and its people

## Benefits of working at GCCC

### Work and life balance

GCCC is committed to providing employees access to flexible work options that enhance their work and life balance. This includes working arrangements such as a 9 day fortnight (based on 36.25 hours per week) that is enjoyed by many of our employees, and part time hours.

### Health and well-being

GCCC makes available an employee assistance program which provides 24-hour nationwide confidential counselling services for our employees and their families who may be experiencing personal or work related problems.

The organisation has employee gyms based at the Nerang and Bundall offices, and Corporate Health Plans are available with MBF and Medibank Private.

### Remuneration and employment conditions

Salary and wages	<ul style="list-style-type: none"> <li>▪ salaries and wages are paid weekly into a nominated bank account</li> <li>▪ Council's current EBA contains provisions for annual increases in pay</li> <li>▪ salary sacrifice provisions are available</li> </ul>
Leave	<ul style="list-style-type: none"> <li>▪ four weeks annual leave each year (plus 17.5 per cent loading, not including executive and casual positions)</li> <li>▪ three weeks of personal leave per annum, incorporating sick and family leave that may include leave to care for children on school pupil free days</li> <li>▪ paid maternity leave - up to 12 weeks, and paid paternity leave – one week</li> <li>▪ ability to take long service leave pro-rata after seven years of service</li> <li>▪ provision for employees to apply for mid career breaks after seven years service</li> </ul>
Superannuation	<ul style="list-style-type: none"> <li>▪ generous superannuation – nine per cent in the first year and 12 per cent thereafter, or 12 per cent from the first year if the employee also contributes six per cent</li> <li>▪ options to salary sacrifice superannuation contributions</li> </ul>
Vehicles	<ul style="list-style-type: none"> <li>▪ all employees have the option to purchase a vehicle under our Novated Leasing scheme</li> </ul>

## Personal and professional development

GCCC aims to provide employees with a clear range of development opportunities. Council's in-house training program includes courses in personal development, leadership programs, specialist technical training and computer-based training. External job-related training incorporates professional seminars and workshops.

GCCC also has a generous study assistance scheme.

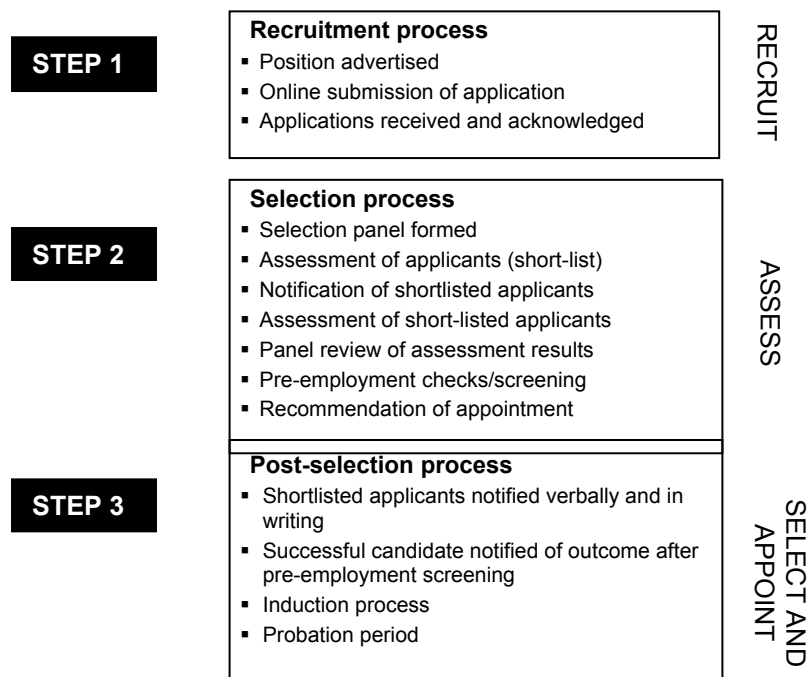
## Principles of recruitment and selection at GCCC

GCCC is an equal opportunity employer. The Council's recruitment and selection policy and procedures are based on the principles of **equity and merit**. Equal employment opportunity (EEO) is the assurance of conditions in which all applicants have an equal chance to seek and obtain employment. EEO reinforces merit-based selection as it requires applicants to be selected and treated on the basis of their ability to do the job.

Merit-based selection is an assessment of an applicant's abilities, skills, knowledge, qualifications, and potential, relative to those of other applicants against assessment criteria set down in the position description. A merit-based recruitment and selection process involves a range of activities designed to ensure:

- fair and open competition
- a systematic and consistent process
- processes that do not unfairly discriminate at any stage
- skilled and impartial selection panels
- assessment criteria that reflect the actual and realistic requirements of the position

## Council's recruitment and selection process



## Your application

A job application requires two documents:

1. A <b>comprehensive resume</b> (curriculum vitae)	This should include names and contact details of two referees. At least one referee should have a comprehensive knowledge of your work. If you are moving back into the workforce, you will not be disadvantaged because you do not have a current or recent past supervisor.
2. A completed <b>GCCC Job Application Form</b>	Your Application Form should include a <i>Suitability Statement</i> (Part E) outlining how your skills, experience, abilities, knowledge and personal qualities are relevant to the key responsibilities of the role, taking into account: <ul style="list-style-type: none"><li>▪ <b>mandatory qualifications/requirements</b></li><li>▪ <b>personal attributes</b></li><li>▪ <b>technical capabilities</b></li></ul> that are noted in the position description ( <b>no more than two pages</b> ).

## Application process

All applicants are encouraged to apply **online**.

If you do not have internet access, we recommend that you visit your local GCCC library where internet access is generally available. Often, shopping malls provide internet cafes or alternative facilities to access the internet. If you have exhausted all reasonable efforts to apply online, please contact 1300 737 962, quoting the vacancy reference number.

If you wish to submit an application after the due date, contact the nominated contact person immediately. Late applications may only be accepted at the discretion of the selection panel.

## The assessment criteria

The **mandatory qualifications/requirements, technical capabilities and personal attributes** in the position description are considered essential factors to be able to fulfil the key responsibilities of the position effectively and efficiently.

The selection panel will shortlist applicants for interview by assessing your resume, and your Suitability Statement (no more than 2 pages), against these essential factors.

## Selection tools and assessment methods

The selection panel's task is to establish whether you possess the necessary qualifications, skills, ability, experience and knowledge to perform the key responsibilities of the job. The task is then to select the most suitable person for the job.

GCCC may use a combination of assessment methods to evaluate your application such as:

- review of application (resume and GCCC Job Application Form)
- structured interview
- case studies / role play (e.g. customer service interaction role play)
- practical work-based skill testing (e.g. typing, construction, crane operation, claim processing)
- written knowledge testing (e.g. knowledge of a particular legislation, best practice process etc)

- other testing (e.g. motivation, personality)

It is imperative that you advise us of any special requirements/assistance that you need for any selection tests/tools.

## **Pre-employment checks**

**Pre-employment screening** - Pre-appointment screening of preferred applicants may include the applicant's participation in a medical examination or the completion of a questionnaire to assess the applicant's ability to perform the position requirements. Council will cover the costs of a pre-employment medical, where necessary.

**Reference Checks** – are a mandatory requirement of GCCCs recruitment and selection process. Such checks verify the information provided by applicants is true and correct, and validate the applicant's previous work performance. Nominated referees of the applicant/s may be contacted at any time during the recruitment process. It is important for you to advise your referees prior to providing their details.

**Criminal History Checks** - When an applicant is recommended for a role, a criminal history check may be conducted prior to them being offered employment. GCCC has work areas where mandatory criminal checks are required, depending on the work performed. A preferred applicant will be notified prior to this occurring.

**Eligibility for Council employment** - To be eligible for an ongoing appointment to a position in Council, a successful applicant must fulfil one of the following criteria:

- permanent resident of Australia
- Australian citizen
- New Zealand citizen
- satisfactory working visa

## **After the selection process**

### **Notification of appointment**

Following approval of appointment, the appointee and the unsuccessful short listed applicants will be notified by phone of the outcome of their application.

### **Post selection feedback**

Post selection feedback will be provided to applicants upon request to the Chair of the Selection Panel.

### **Probation requirements**

Successful applicants are required to undertake a 3 month period of probation, unless the applicant is exempt from probation.

### **Induction**

New employees are required to attend a first-day orientation on commencement.

This is an opportunity to learn more about GCCC and ask any preliminary questions you may have.

## **Where do I go for more assistance?**

For specific job enquiries contact the relevant person listed on the advertisement. For general enquiries regarding the application process, please call the Customer Contact Centre on 1300 737 962.