



Swan Hill Region Profile

Bathed in sunshine the Swan Hill region enjoys a Mediterranean climate with a low humidity and high sunlight hours (more than Queensland's Gold Coast!).

The average daily temperature for summer in the region is 28° Celsius and in winter 15.7° Celsius. The earliest frost is usually in May and the latest in September. Average rainfall for the area is 345 mm per annum with only about 70 days of rain during the whole year.

You can enjoy a healthy lifestyle as you relax in the country with long, warm summers, crisp, clear winters and plenty of fresh produce grown nearby.

Swan Hill has a great variety of retail stores including two large supermarkets and several major food stores. As a service centre, Swan Hill provides extensive community services and amenities that match those available in much bigger centres.

Swan Hill Rural City Council is a large municipality situated in North West Victoria. The Murray River provides frontage to approximately 500 kilometers of the municipality which gives the unique characteristic of lush irrigation districts reaching into the golden grain belt of the Mallee.

"Building our future together"

Interested
in working
for the Council?

Guide for Job Applicants

Swan Hill Rural City Council employs staff in a range of occupations. The Council's selection and recruitment procedures are summarized in this brochure to assist you in applying for vacant positions in Council.



Introduction

Swan Hill Rural City Council is responsible for:

- Community development, planning and regulation, including building and development control,
- Community health and services including immunisation, childcare, library and services to disadvantaged,
- Recreational services such as public halls, parks and swimming pools,
- Environmental management including waste management, and preservation of trees,
- Design, maintenance and construction of local transport routes such as roads, footpaths and cycle ways.

Finding Vacancies

Council vacancies are advertised in local papers.

Council workers are based in Swan Hill, Lake Boga, Manangatang, Nyah and Robinvale, but may work anywhere in the municipality.

It is best to only apply for advertised positions. There are a large number of applications for any one job, so it is not practical to examine past applications you may have sent in.

So if you see a vacancy, apply, even if you have applied for a similar position in the past! And don't forget to include in your application everything that is asked for.

Closing Date

Applications need to reach Council by the advertised closing date.

Is this job for me?

The advertisement is a summary of what the job is and what kind of skills Council is looking for. It cannot tell you everything you need to know about the job.

If you have any questions ask the contact officer listed in the advertisement.

The contact officer can give you:-

- A job description for the advertised position,
- The selection criteria (this is a list of the skills, abilities, knowledge and experience that Council is looking for in the successful applicant),
- Other material, if appropriate.

Matching yourself with the job

Having the Advertised Requirements

You must have addressed the essential requirements for the job to be the successful applicant. You must have the education, vocational and other 'essential' requirements but don't be discouraged if you can't exactly meet the 'desirable' requirements.

Don't forget that you may have developed skills or have experience through voluntary or social activities (such as charity work, school and sporting committees, or school debating teams).

Position Classification

The classification of the position will be set out in the advertisement in line with current Award, level and bandings.

Duty of Disclosure

You are obliged to disclose at the interview any information you are aware of that could impair or impede your performance in the position and should be considered by the panel in its assessment.

Your Application

If you decide that your skills and experience are suitable for the job after you have finished the research, you may decide to apply for the advertised job.

Try to address all the selection criteria in your application by describing how your qualifications, skills and experience meet the requirements of the position.

If you require assistance with the preparation of your application or resume, remember our local Jobnetwork office may be able to help.

The Interview

Your interview will be held with a selection committee of approximately three people. If you know one or more members of the selected committee, do not expect them to provide individual help in preparing for the interview. You must answer questions and put matters on record as though no member of the committee is aware of your work history.

You may be asked a combination of technical questions about your experience. These are designed to give you the opportunity to demonstrate your skills and aptitude in relation to the job.

If you do not understand the question and you need time to gather your thoughts before answering a question, say so and take a few moments to think. The panel will provide you with the opportunity to ask questions.

The interview is a two-way communication process. The selection committee will be finding out how well you meet the job requirements, and you should be finding out how well the job meets your requirements for such things as development opportunities and working conditions.

Reference Checks

If Council is considering employing you, they will make verbal contact with two recent referees. Also, for some positions, a check will be made of police records. The selection committee will discuss this with you at the interview.

Check-list

Use this handy check-list to ensure that your application is properly prepared.

- Do I know about the job?
 - Job Description.
 - Selection criteria.
 - Other literature.
 - More detailed information about the position, Council programs and services.
 - Training and study requirements.
- Am I qualified?
 - Educational experience.
 - Work experience requirements.
 - Skill and ability requirements.
- Does my application include the following items?
 - A concise covering letter, relating specifically to the selection criteria.
 - A detailed resume, giving:-
 - personal information,
 - employment history,
 - educational qualifications,
 - work related qualifications, (including courses)
 - brief summary of personal skills and/or attributes that may be of advantage in the advertisement position,
 - brief mention of appropriate personal interests.