Applying for a position at Toowoomba Regional Council

Thank you for your interest in our recently advertised vacancy.

This information has been provided to assist you in the preparation of your application, as well as to offer supporting information on our organisation. Also included is a guide on the selection process that will be used in selecting and offering the position to the most suitable candidate.

In submitting an application, you will need to **demonstrate** (or prove) to Council that you possess an ability/skill by providing examples where you have applied the particular ability/skill in the past. Your application should consist of:

- ✓ A covering letter outlining your qualifications, knowledge and skills as they relate to the Technical Criteria in the Candidate Profile (maximum 250 words per criteria).

- ✓ A detailed Resume which includes the name and contact details of at least two (2) referees, comprising current or previous work supervisor.

Definitions

You may find the following descriptions used in the selection criteria for the position, and these may also be used by Council in the selection process. A definition of these descriptions is listed below:

BASIC: An elementary and fundamental knowledge of a skill or subject with limited practical experience.

SOUND: An elementary and fundamental knowledge of a skill or subject with practical experience.

EXPERIENCED: Worked in a relevant field for sufficient time to have sufficient understanding of the basic principles of the discipline. Also, to have the ability to successfully undertake the majority of normal requirements of the work situation and to have a good appreciation of the activities involved.

EXTENSIVE EXPERIENCE: Worked in a relevant field for sufficient time to have the ability to control and advise on all activities. Also to be expert in terms of a wide variety of special, unusual or complex features of the work. The skills listed in the Selection Criteria will be either:

ESSENTIAL: A pre-requisite qualification, skill or ability that is deemed necessary and is not negotiable. Those not having this requirement will not be considered for the position.

DESIRABLE: A requirement that, although not essential, will add extra weight to your application.

We select applicants for interview based on the information contained in their application. If you have not sufficiently demonstrated your skills in your application, you will not be short-listed for an interview.

Your application can be lodged by either:

If you have an email address, you can apply for the position online.

View positions on Council's website www.toowoombaRC.qld.gov.au/jobs. To complete an on-line application for a position, click on the "APPLY" button, complete the application and attach relevant documents.

If you do not have an email address, you can

- ***Mail your application***

  Applications are to be marked on the envelope:

  "PRIVATE AND CONFIDENTIAL"

  and can be posted to the:

  ✉ Executive Manager
  People and Organisational Development
  Toowoomba Regional Council
  PO Box 3021
  TOOWOOMBA VILLAGE FAIR QLD 4350

- ***Deliver your application to your nearest Customer Service Centre***

  - 4 Little Street, Toowoomba
  - 95 King Street, Clifton
  - 89 Mocatta Street, Goombungee
  - 25 Emu Creek Road, Crows Nest
  - O'Brien Road, Highfields
  - 54 Hodgson Street, Greenmount
  - 2-16 Campbell Street, Millmerran
  - 64 Campbell Street, Oakey
  - 85 Yandilla Street, Pittsworth

As each written application will be electronically scanned, it is not necessary to bind your Application or include it in a folder.

Further Information:
If you have any further questions regarding an advertised position or your application, please contact the Customer Service Centre on 131 TRC (131 872).

Equal Employment Opportunity:
Toowoomba Regional Council has adopted an Equal Employment Opportunity (EEO) Policy and Plan, and all recruitment, selection and appointments will based on merit. All employees of Toowoomba Regional Council are expected to comply with Council's policies and they must ensure that the intention and spirit of these policies are followed in their work and in the work of others for whom they are responsible.

Toowoomba Regional Council's Recruitment Process

The following flowchart depicts what you can anticipate to happen with your application:

Council's Process:	**What you can expect:**
Application received by Executive Manager, People and Organisational Development Your application should include: ✓ Resume; ✓ Application letter	If you request an acknowledgement when you post or hand-deliver your application – we will return an acknowledgement notification to you. If your application is submitted by email – you will receive an email acknowledgement.
Applications short-listed and interviews conducted	If short-listed you will be contacted by telephone to attend an interview
Recruitment checks including referee checks and pre-employment medical assessment undertaken.	
Panel makes a recommendation to the relevant Executive Officer for approval	If you have not been short-listed you will receive a letter or email advising you once the recruitment process is finalised.
Successful applicant contacted by telephone and offered position	A Letter of Offer is sent to the successful applicant. At the completion of the recruitment and selection process, a letter will be sent to applicants who were unsuccessful following interview.

The time that this process takes, between each stage and in total, varies in each situation. We thank you for your patience while we work through this process.

As a guide this **process may take between 4-6 weeks for completion**.

The successful applicant will be sent a "letter of offer", "Position Description", and an appointment kit containing forms to be completed prior to commencing duty with Council. Both the appointment letter and the Position Description MUST be signed, and returned with all completed forms to the Executive Manager, People and Organisational Development.

Conditions of Employment

Superannuation:
Every employee of Toowoomba Regional Council is required to join the Local Government Superannuation Scheme (LG Super). A booklet on this scheme will be provided to you on commencement.

'Fit for Purpose' Pre-employment Medical Assessment:
Before an employee commences with Toowoomba Regional Council, a fit for purpose pre-employment medical assessment must be undertaken. This medical assessment may include drug and alcohol test. Council will cover the assessment cost only of this pre-employment medical assessment.

If the results of your medical assessment indicate a risk then you may be considered as being not suitable to undertake the full duties of the position for which you have applied. Unfortunately should this occur your application will be unable to be progressed beyond this recruitment stage.

Referee Checking:
All candidates who apply for positions within Council are requested to nominate at least two (2) referees, one of which must be the applicant's current or previous work supervisor.

Council will contact nominated referees to obtain reports to determine the applicant's suitability for the position.

If the referee report obtained is considered to be unsuitable your application will not be progressed beyond this stage.

Probation:
All appointments made to Council are subject to an initial three-month probationary period. This may be extended.

Workplace Health and Safety:
All employees of Toowoomba Regional Council have an obligation under the Workplace Health and Safety Act – 1995 and have a responsibility to ensure that they are aware of these responsibilities.

Corporate Uniform:
Council has adopted a corporate uniform. It is compulsory for outdoor/field employees and Customer Service Officers to wear the uniform, and initial & replacement uniforms are supplied at Council's cost.

Indoor/office based employees are encouraged to wear the indoor uniform, although it is generally non-compulsory. However, the wearing of it may be made a condition of employment for certain positions. For indoor/office employees, Council currently subsidises the purchase of the corporate wardrobe on a pro rata basis. This subsidy amount can alter depending on the employment status of the employee. Employees can make payments via deductions from their fortnightly salary.

Personal Protective Equipment:
Subject to the requirements of a position, Personal Protective Equipment (PPE) will be provided to the employee. Where provided, it is compulsory to wear all items of PPE during the times that the PPE has been issued to you for your protection.

Employee Induction:
All employees are required to attend a compulsory employee induction program **PRIOR** to reporting to duty in their respective work areas.

Identification Badges:
Identification badges are provided to employees of Council. They are primarily provided to officers who work in office situations and to those field workers who require PPE and who have purchasing requirements as an inherent part of their position.

When an identification badge is provided, employees are required to wear their badge at all times whilst on duty.

Annual Planning and Performance Review (APPR):
All employees of Council are required to participate in the annual planning and performance review process. You will be required to establish a plan in consultation with your supervisor within three (3) months of commencing duty.

Employee Benefits

Relocation Expenses:
Expenses incurred in relocating the contents of your home, will be reimbursed if you are appointed to a salary classification of Level 6 or above under the Queensland Local Government Officer's Award 1998. Reimbursement is capped at the equivalent of the contents of an average 3-bedroom home transported from Sydney to Toowoomba ($5,000 max – payable 50% upon successful completion of three months probation and the balance after one year of service subject of satisfactory performance)

Council requires three (3) written quotations for approval **PRIOR** to the transfer being affected.

Employee Car Parking:
Employees can park free of charge in the car park areas as designated by Council. These carparks are very convenient to the various Council worksites.

Study Assistance:
Assistance may be offered to employees who undertake a course of study at University or TAFE Colleges. The level of assistance is based on the relevance of study to the employee's work. Prior approval must be obtained from your Manager.

Smoke-Free Workplace:
Council has a smoke-free workplace policy that prohibits smoking within all Council buildings as well as adjacent areas and vehicles. The policy applies to workers and visitors.