



**Pyrenees**  
Shire Council

# RECRUITMENT INFORMATION

## Thank you for your interest in working with Pyrenees Shire Council.

### INTRODUCTION

Our organisation is committed to fostering diversity in the workplace. Council provides competitive remuneration packages including attractive salaries, hours, employee benefits and training and development opportunities.

#### Employee Benefits

Personal Development:

- Induction programs
- Formal training and development
- Professional Study Assistance
- Opportunity to act in more senior positions
- Professional Development and networking opportunities
- Individualised Performance Development Plans
- Staff Recognition and Reward program
- All Staff Day

Health and Wellbeing:

- Annual on-site flu vaccination program
- Work-life balance and family friendly working environment/conditions
- Flexible leave and work arrangements, including consideration of job share options
- Paid maternity, adoption and spousal leave
- Prenatal leave
- Flexible return to work options from parental leave
- Employee Assistance program – free counselling and support
- Opportunity to purchase additional leave (ie. 48/52-week annual leave)
- Monthly RDO for full time indoor staff
- Fortnightly RDO for full time outdoor staff
- Active Social Club

#### Our Vision

Sustainable and welcoming places and natural environments that create inclusive, happy and healthy connected communities.

#### Our Mission

The role Pyrenees Shire Council will take to achieve our vision is to:

- Motivate and inspire community involvement
- Provide transparency and accountability
- Use resources efficiently and effectively

#### Our Values

Council has agreed Values that are embedded in the culture of Pyrenees Shire Council:

**Service:** Our citizens, community and service users are the focus of all our actions.

**Accountability:** We are responsible for our actions, which are open for review.

**Innovation:** We encourage and seek new ideas in finding solutions.

**Teamwork:** We share our skills, knowledge and experience as part of a team and work together towards achieving Council's goals.

**Recognition:** We promote the achievements and efforts of others.

**Safety:** We look after our environment and the welfare of others.

**Integrity:** We are open and honest and work to the best of our ability.

**Respect:** We acknowledge the opinions of others and their rights and differences.

This Information pack has been created to give you information relating to the application process, including:

- The application process
- The selection process
- Employment details
- Relevant physical requirements
- Position Description
- Key Selection Criteria

For general details of the Council, please refer to our website: [www.pyrenees.vic.gov.au](http://www.pyrenees.vic.gov.au)

Please be advised the preferred candidate for all roles will be required to undergo a pre-employment medical and police check prior to any offers of employment being made. The costs associated with the medical will be covered by Council. The cost of the police check will be covered by the new employee. In some roles, a Working with Children's Check will be a requirement. The costs will need to be covered by the candidate. Once employed, costs for renewal of a Working with Children Check or Police Record Check will be covered by Council.

## THE APPLICATION PROCESS

Local Councils are proud to be Equal Opportunity Employers. Our recruitment processes are conducted in a fair and equitable manner to ensure that all decisions are merit-based and comply with equal opportunity and workplace-related legislation.

We aim to ensure all recruitment processes result in the best people joining our teams so that we continue to deliver high quality services to our communities.

## PREPARING YOUR APPLICATION

Your application is your introduction to those who will form the selection panel, and the information you provide will be the basis on which the panel will assess your suitability for the position.

To ensure that panel can accurately assess your suitability when shortlisting applicants, it is important to include the following:

1. **Application Cover Sheet**  
The Application Cover Sheet provides us with personal details relating to the applicant. Current referees are to be included on the Application Cover Sheet - the names, position titles and contact telephone numbers of at least three professional (work-related) referees must be provided. These should include a direct supervisor and/or a current employer.
2. **Cover Letter**  
Cover letters are a great way to introduce yourself and show how you will be a good fit for both the advertised position and for Pyrenees Shire. You can do this by keeping your letter relevant to the position and focus on the requirements for the role.
3. **Key Selection Criteria / Questionnaire**  
A statement addressing the Key Selection Criteria or completion of a Key Selection Criteria Questionnaire is required for all applications, except where advised otherwise.

The Key Selection Criteria for each position details the knowledge, skills, experience and qualities that have been deemed essential for applicants to possess to be successful in the position. All applications received are assessed against the Key Selection Criteria when shortlisting is conducted, so it is essential you address the criteria in your application.

Applicants who fail to address the Key Selection Criteria or complete the Key Selection Criteria questionnaire in full will not be considered for the position.

Each criterion must be addressed, and it is essential the information you provide is clear, concise and most importantly relevant. It is up to you to demonstrate you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who meet the requirements will be shortlisted for interview.

#### 4. Current Resume

A current resume detailing your employment history, educational history and qualifications, skills and experience must be provided. Please ensure your resume includes your up-to-date contact details, including a telephone number, so you may be contacted if required.

The Council is pleased to accept all applications for positions and does not favour handwritten applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading.

Applications for all positions are accepted via email ([pyrenees@pyrenees.vic.gov.au](mailto:pyrenees@pyrenees.vic.gov.au)) or post, if posting please staple together all information.

## SUBMITTING YOUR APPLICATION

All applications are treated with strictest confidentiality and are to be addressed as follows:

Submitted via email to [pyrenees@pyrenees.vic.gov.au](mailto:pyrenees@pyrenees.vic.gov.au) marked attention to the recruiting officer.

Alternatively, applications may be submitted via post to:

Confidential  
Recruitment Contact  
Pyrenees Shire Council  
5 Lawrence Street  
BEAUFORT VIC 3373

Applications for positions must be received by the nominated closing time. Applications received after this time **will not be considered**. Please keep this in mind when posting applications.

All applicants will be contacted by the recruiting administrative officer to confirm receipt of their applications. This notification will be via email, or via post when no email address is received for the applicant. **If you do not receive confirmation that your application has been received**, please check your 'Junk' email folder prior to contacting Council.

## THE SELECTION PROCESS

Pyrenees Shire Council has a robust selection process to ensure all decisions are based on merit and are not influenced by personal bias or conflicts of interest.

## SHORTLISTING AND NOTIFICATIONS

All applications will be shortlisted by a selection panel of no less than two individuals once applications close.

Candidates are assessed against the Key Selection Criteria for the position and against the other applications received. Considerations include the applicant's fit with our culture, the team, and the duties to be performed.

Although timeframes may vary, shortlisting is usually completed within two weeks of the closing date. You will either receive a phone call inviting you to an interview for the position, or written notification that you have been unsuccessful within four- weeks of the closing date.

## INTERVIEWS

All shortlisted applicants will receive a phone call to be offered an interview and will receive written confirmation of the interview time, date and location once agreed.

Where practical, all interviews will be conducted face-to-face with a selection panel of three individuals. Candidates will be asked a selection of pre-determined interview questions and may also be required to complete a practical test, element or presentation relating to the position of the Key Selection Criteria for the role.

Applicants selected for interview who have any special requirements or require assistance for the interview process are asked to inform the Manager People & Culture to ensure necessary arrangements are in place.

## PRE-EMPLOYMENT CHECKS

The following checks are conducted prior to employment:

- At least two reference checks
- A Police check
- A pre-employment medical

Confirmation the employee holds all relevant qualifications and licences for the position including:

- Drivers licence
- Formal qualifications (if required)
- Working with Children Check (if required)
- First Aid and CPR certificate (if required)
- Plant tickets (if required)

All documentation in relation to pre-employment checks will be forwarded to the preferred candidate for completion and is to be returned to [pyrenees@pyrenees.vic.gov.au](mailto:pyrenees@pyrenees.vic.gov.au)

## OFFER OF EMPLOYMENT

The preferred candidate will receive verbal advice they were successful in gaining the position and requested to undertake the pre-employment checks.

An offer of employment will be formally made once a preferred applicant has returned and satisfactorily passed all required pre-employment checks.

Once accepted, a formal letter of offer pack comprising the letter of offer, position description and relevant HR forms (contact details, tax file number, etc.) will be forwarded to the applicant via email (or post where an email address is not available).

All interviewed applicants unsuccessful in obtaining the position will be notified of the outcome of the position via a phone call at this stage.