

# Candidate Information Package





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# About Us

## **Our Community**


The Shire of Denmark is located on the South Coast of Western Australia on *Bibbulmun* and *Minang Noongar Boodjar*. The Shire, which covers an area of 1860sq kms, is home to a passionate, diverse resident population of approximately 5964 which reside across the four townsites of Denmark, Peaceful Bay, Bow Bridge and Nornalup.

## **Community Demographics**

The Shire of Denmark has a gradually increasing population of all ages and backgrounds. It is estimated that the average household is 2.25 persons each and a density of 0.03 persons per hectare.

This keeps that country town feeling and provides everyone room to move and enjoy the natural environment Denmark has to offer.

The largest local industries range from agriculture to forestry and fishing.



*The Shire of Denmark is an Equal Employment Opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without any regard to race, gender, ethnicity, disability, age, religion, sexual orientation, citizenship, gender identity and/or expression. We also actively encourage applicants from an Aboriginal and Torres Strait Islander heritage, people with disabilities, and people from culturally diverse backgrounds to explore the opportunity to work at the Shire of Denmark.*

# Values and Culture

# EMBRACE



- Encourage consistency*
- Make transparent and respectful decisions*
- Be bold thinkers and doers*
- Reach out with resilience*
- Act with integrity and honesty*
- Commit to sustainability*
- Engage with empathy*





# Application process

The following is an outline of the recruitment process developed to assist you in preparing an application, which will enable you to plan for a potential interview.

## **Your application**

Applications for a position should consist of the below:

- Covering letter including a summary outlining your relevant experience & achievements.
- Completed application for employment form
- Your Resume or CV detailing your employment history, qualifications & contact details.

## **Covering letter**

The covering letter gives you the opportunity to introduce yourself. You may wish to summarise your application and emphasise your strongest points and achievements.

## **Application for employment form**

This form is included in the advertisement. It must be completed and returned with your application. It summarises your details and background and asks you to declare other important information.

## **Resume or Curriculum Vitae document**

This document should include your personal details, relevant employment and education history, training courses attended and list any qualifications and professional memberships.

When listing your employment history, this should start with the most recent position you have held, including dates/period of employment, duties, responsibilities and achievements for each position.

Also include the name, position title and contact number for at least three (3) recent work-related referees. These must be people who are able to comment on your job performance. It is recommended that you make contact with your referees for their approval before nominating them in your application to inform them about the position that you are applying for.



### **Selection criteria document**

If a selection criteria is required, this will be requested in the job advertisement.

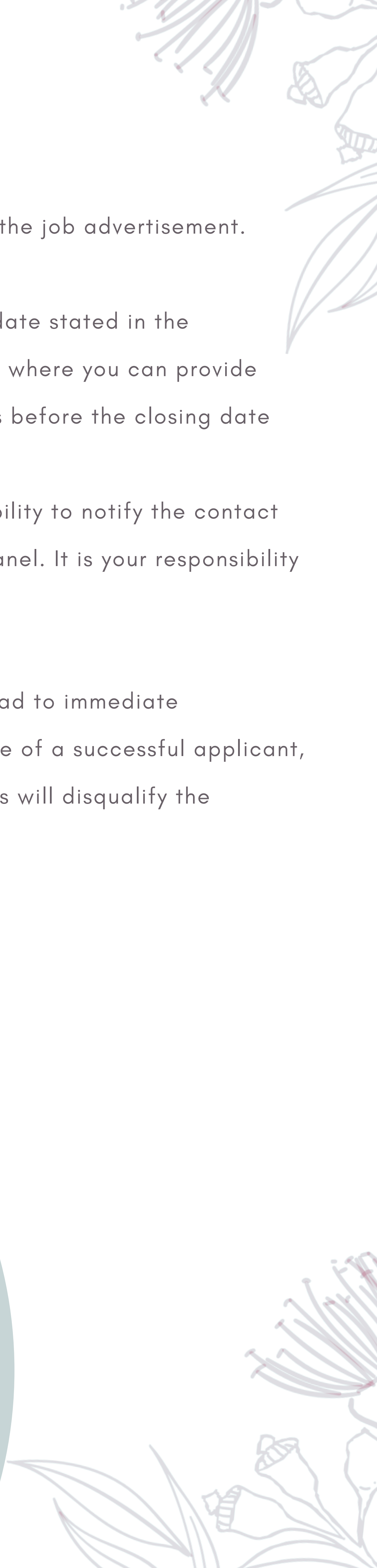
### **Closing date**

Your application must be received by 4pm of the closing date stated in the advertisement. We do not accept late applications except where you can provide evidence that you had sent it in sufficient time to reach us before the closing date and time.

If there are extenuating circumstances, it is your responsibility to notify the contact person before the closing date for consideration by the panel. It is your responsibility to ensure your application reaches us on time.

### **Disqualification**

Any false and/or misleading claims by an applicant will lead to immediate disqualification for selection for an interview or in the case of a successful applicant, will lead to instant dismissal. The canvassing of Councillors will disqualify the applicant.





## **Lodgement of application**

You can lodge your application in the following ways:

### **Post:**

Shire of Denmark

PO Box 183

Denmark, WA 6333

### **In Person:**

Shire of Denmark – Administration Office

953 South Coast Highway

Denmark, WA 6333

### **Website:**

[www.denmark.wa.gov.au/employment](http://www.denmark.wa.gov.au/employment)

### **Electronically via email:**

[enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au)

### **For further enquiries**

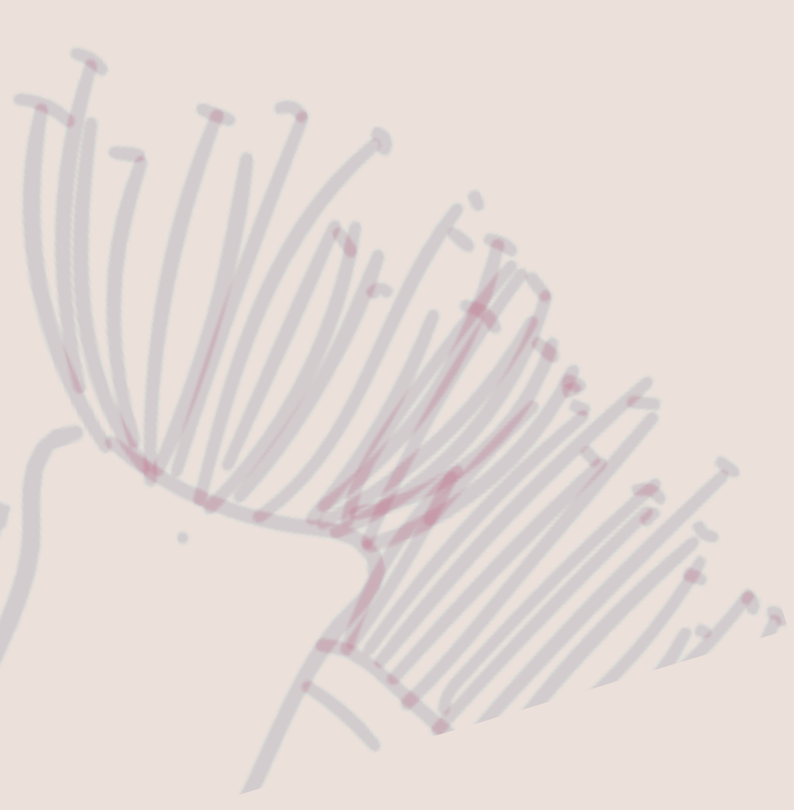
The Shire of Denmark website is a useful resource to provide you with information about living and working at the Shire – [www.denmark.wa.gov.au](http://www.denmark.wa.gov.au)

For further information about the lodgement of your application, contact our Coordinator Employee Support & Culture, Marcia Chamberlain on (08) 9848 0305.





# Checklist

- Application for Employment Form;
  - Covering Letter;
  - If required - Selection Criteria answered;
  - Resume/CV;
  - Copies (not originals) of supporting documentation e.g. driver's licence, qualifications, police clearance, working with children check etc;
  - If applying for more than one (1) position, enclose separate applications for each position; and
  - I have checked and am aware of the closing date and time.
- 

## **Selection process**

### **Application review and shortlisting**

All applications will be assessed and during this period you may be contacted for further discussion on your application.

Applications will be shortlisted against a scoring matrix for interviews. Applicants will be contacted if they have made it to the next stage of the recruitment process.

### **Preparing for an interview**

To prepare for an interview, read the Performance Profile focusing on the Performance Summary and Key Responsibilities.

- Think of examples of work situations where you would have applied the relevant skills and knowledge.
- Focus on the duties of the position and think about how you would carry them out.
- Try to identify examples of your past experience that are similar, or skills that would be transferable to the position you have applied for.
- You will need to be able to identify the outcomes and achievements of your past situations.

### **Interviews**

Interviews are generally held at the Shire of Denmark administration office with a selection panel of at least (3) three members.

The interview is structured to achieve the following outcomes:

- Validate that you can perform specific duties and tasks.
- Assess whether the behaviours and competencies that you have demonstrated match with those required for the position.
- Assist the selection panel to assess your overall suitability for the position.

During the interview, the selection panel will write notes and assess your answers in response to the structured questions, ensuring that applicants are examined in an objective and informed manner. Should you not understand a question asked during the interview, please seek clarification before answering. There will be an opportunity, generally at the end of the interview, to ask any questions you may have about the position's requirements, working for the organisation or living in the area.



## **Referee and background checks**

If shortlisted following an interview, the referees you nominated will be contacted to further substantiate your application for the position.

For some positions, it may be necessary to verify the information you have provided such as Educational qualifications, or undertake certain pre-employment checks. All positions at the Shire of Denmark require a National Police Clearance and a pre-employment medical assessment. Some positions may require a Working with Children Check.

## **Progress of your application**

You will be contacted directly if selected to progress to the next stage. The selection process may take a few weeks to collate, shortlist and interview applicants. If you have not been contacted for an interview, you will be notified that you were not successful with your application.

## **Following interviews**

A representative of the Interview Panel will contact the successful applicant to verbally offer the position. The Coordinator Employee Support & Culture will forward a written offer. All employment is subject to obtaining a National Police Clearance at the Shire's expense. A Pre-Employment Medical questionnaire will need to be undertaken and the Shire will reimburse these costs.

All unsuccessful applications will be notified in writing via email.

## **Applicant feedback**

Following the closure of the recruitment process, a panel representative is available to provide feedback on your application and/or interview to assist you in applying for future vacancies with the Shire.

## **Shire feedback**

We value feedback on our processes and would like to hear from you if you think we can improve the way we undertake our recruitment processes.

Good luck with your application.