

APPLICANT GUIDELINES



Careers At Kingston

community inspired leadership



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Applicant Guidelines

Thank you for your interest in applying for a position with the City of Kingston. We are committed to recruiting and retaining the best people for the job.

The following information is provided to help you better understand the recruitment and selection process and to assist you with the preparation of your application.

About the City of Kingston

The City of Kingston is one of Melbourne’s largest metropolitan local Councils, developing the careers of over 1,450 staff through a diverse and dynamic range of roles. A career in Local government is able to provide over 100 different career paths.

Community Inspired Leadership

Community Inspired Leadership describes the essence of our organisational culture and the values and behaviours which align to deliver upon this to achieve Council’s vision and to assist in delivering on the community’s needs and expectations.

Community Inspired Leadership is our way of describing how we work and the way in which our work is focused on delivering exceptional service and benefit to the community. Our six Values support this: **Future Orientated, Accountable, Dynamic, Expert, Community Centric** and **Celebrate**. This Framework of Community Inspired Leadership is a strategic approach to developing employees which aligns with Council’s vision and facilitates achievement of key outcomes

Our Values inform the skills, aptitudes and knowledge that are necessary to successfully perform our roles at Kingston. The Values provide structure for performance planning and management as well as supporting effective recruitment and selection and informing the development of leadership and professional development programs.



Employment Conditions

Kingston has created an environment which provides both family-friendly working conditions and a diverse range of benefits. For details please refer to our current Enterprise Agreement which is available to download on our website. Conditions specific to the position will be available at the interview or by discussion with the nominated contact person.



The Recruitment and Selection Process

The City of Kingston adheres to the principle of equal employment opportunity and merit based employment decisions. This means we only assess the skills, knowledge, abilities, work performance and personal qualities that are relevant to the position you have applied for.

The selection panel

A selection panel undertakes the recruitment and selection process for the position. Each selection panel will be convened with care to ensure that it has the necessary expertise to make a sound decision in a fair and impartial way. The selection panel will consist of a chairperson and at least one other person with adequate skills and knowledge of the position.

The position description

The position description contains information about the position, most importantly the criteria on which the selection of the successful application will be based. This is called the key selection criteria.

The Application Process

Before you commence your application

Your application is usually the first point of contact between you and the selection panel. It is your opportunity to convey to the selection panel why you are worth interviewing.

You should read and familiarise yourself with the position description and ensure you fully understand the responsibilities and tasks associated with the position. You are encouraged to find out as much as possible about the City of Kingston and the position in order to best prepare for the selection process. Our website contains a significant amount of useful information.

Completing your application

The City of Kingston requires all candidates to complete an online application via our careers portal at www.kingston.vic.gov.au.

Late applications will not normally be considered. Requests for extensions should be made personally with the nominated contact person before the closing date.

Please refer to the user guides available on our website. These guides include detailed instructions on navigating our careers portal, managing your account and your application.

Addressing the Key Selection Criteria

You must specifically address the key selection criteria. If you do not address the key selection criteria you are unlikely to be shortlisted for interview.

Selection criteria standardises the selection process and allow for candidates to be assessed on merit. The most important aspect of addressing key selection criteria is to provide evidence of your ability by giving actual examples of what and how you have done something.

Terminology

Mandatory Qualification

This is the minimum level of qualification required to be considered for the position.

Demonstrated / proven

You need to be able to demonstrate your abilities and/or skills. You must have performed this activity in the past.

Knowledge of / understanding

You have the existing knowledge and you are able to give examples of how you have / would apply this knowledge.

Ability

Refers to a candidate's potential to undertake the work successfully.



Tips

- Provide one or two paragraphs per criterion unless otherwise stated.
- Don't just state that you have the skill, be clear and concise and provide examples of how you have applied the skill in the past.
- Check spelling and punctuation (your application is an example of your ability to communicate). There is no spell check function in the online application form.

Submitting your application

When lodging your application online you must attach two documents:

1. A resume containing your contact details, employment and education history
2. A cover letter summarising your interest in the position. The cover letter must not exceed one page.

Word (.doc or .docx) or PDF file formats are preferred and must not exceed 10mb in size.

On successful submission you will receive a confirmation by email within 24 hours.

Please check your junk mail folder as sometimes the email lands there rather than your inbox. If you do not receive the email after 24 hours please email your full name and the position you are applying for to careers@kingston.vic.gov.au so that we can check to see if your application has been received. Please note this email is for technical difficulties only and applications that are sent to this address will not be accepted.



The Selection Process

The selection process incorporates a range of methods to most accurately determine the best people for the position and is comprised of the following stages:



Stage 1 – Shortlisting Applications

The selection panel will review your application and make a decision on your suitability to progress to Stage 2. This assessment will be based on the mandatory qualification requirements and the quality and relevance of your application against the key selection criteria. On completion of this stage you will be notified by email on the outcome of your application.

Stage 2 – Initial screening

Depending on the number of applications that are received the selection panel may undertake initial screening of applicants. This stage may include a telephone discussion with a member of the selection panel. The purpose of this discussion is to ascertain your understanding of the position you have applied for and to ensure that this position will meet your needs. Your communication skills will be on display.

If you are shortlisted to attend an interview a member of the selection panel will contact you by phone regarding the arrangements. Candidates who do not progress to stage 3 will be notified of the outcome of their application by email, this includes candidates who undertake initial screening.

Stage 3 – Interview

The purpose of the interview is to provide you with the opportunity to expand on information provided in your application and to enable the panel to gather further information for the assessment process.

Interviews are normally 45 – 60 minutes in duration.

The interview will normally be structured so that each interviewee will be asked a series of identical questions based on the selection criteria. There are four types of questions you may be asked:

1. Open
2. Closed
3. Hypothetical
4. Behavioural



Depending on the position you are applying for you may be asked to undertake a practical assessment. Some examples of a practical assessment include data entry task, typing a letter, completing an incident form or conducting a presentation. You will be notified at the time when the interview is arranged so that you can prepare for this.

What to bring to the interview

At interview you will be required to bring:

- Proof of relevant qualifications
- Evidence of your right to work in Australia
- 100 points of identification

Candidates who are interviewed but are not successful in progressing to the next stage will be telephoned by a member of the selection committee regarding the outcome. An email confirming the outcome will also be sent.

Remember the STAR framework when answering an interview question.

Situation

Set the context by describing the circumstance where you used the skills and gained the experience.

Task

Explain what your role involved.

Actions

Detail what you did to get the task done (how did you do it?).

Results

What was the end result you achieved and how does it relate to the job you are applying for?

Stage 4 – Pre-employment assessments

Referees

Following the interview process, the selection panel will contact your nominated referees. Referees will only be contacted after your permission has been sought.

Privacy laws ensure that information provided as part of your application will not be used or disclosed other than to assess your suitability for a position at the City of Kingston. By providing the names of referees you are agreeing for the City of Kingston to discuss your personal details with them. You should make your referees aware that the City of Kingston will be contacting them. It is in your interests to discuss your application with prospective referees and ensure that they have a clear understanding of the position you are applying for so that they can make an informed contribution to the selection process.

The City of Kingston requires a minimum of two referees. One referee must be your present or most recent employer. If you have not been employed previously or have had a substantial break from employment, an academic referee would be suitable or a person who can confirm the information you have given and comment on your ability to do the job for which you are applying.

Criminal record and Working with Children Check

Candidates may be required to undertake a criminal record check in line with the City of Kingston Police Check and Working with Children Check policy. If you are selected for an identified position you will be required to give written consent for the release of information from the Australian Federal Police and employment will be subject to satisfactory outcomes from these checks. You will be asked to complete the relevant application form at your interview. 100 points of identification is also required to support your application. As an employee in an identified position you will be required to undertake a recheck every three years. Police checks will be paid for by the City of Kingston.

If the position you are applying for requires a mandatory Working with Children Check please ensure that you bring your valid employment level card to the interview. Offers of employment cannot be made without evidence of a valid Working with Children card.

Fitness for Duty Assessment

In line with the Recruitment and Selection and Fitness for Duty policies, all candidates are required to undertake a pre-employment medical assessment based on the inherent physical requirements of the position. The assessment comprises of a functional competent and a medical component and is undertaken by a qualified professional at our preferred provider. The assessment is paid for by the City of Kingston.



Psychometric Assessments

City of Kingston requires candidates who are applying for positions at Band 7 or above to undertake a series of psychometric assessments. These assessments are sent to you to complete online by our preferred provider. Further information will be provided to you by the selection panel at interview.

Notification at this stage

Candidates who are not successful at this stage of the process will be telephoned by the chair of the selection committee regarding the outcome. An email confirming the outcome will also be sent.

Stage 5 - Selection and appointment

Offer of Employment

A formal letter of offer of employment will be made to the successful candidate, in writing after all pre-employment assessments have been satisfactorily completed. It is recommended that you do not give notice to your current employer until you receive this written letter of offer.



Proof of employment eligibility

If you are successful in gaining employment you will need to provide a copy of your birth certificate and, if appropriate, proof of residency and work eligibility. Applications will only be accepted from Australian citizens, permanent residents or foreign citizens with the appropriate visa's.

Probation

Your probation period will be six months. During this period you will be given feedback on your work performance. Upon the satisfactory completion of the probation period, the appointment will be confirmed.

Useful resources

The following resources are available on our website

- Candidate User Guide
- Enterprise Agreement No.7 - 2013