



# Job Information Pack

## Engineering/Asset Positions

*A future to get excited about.....*



Thank you for your interest in one of the positions:

**Engineering/Asset Positions**

Please find attached a copy of the following documents, which may assist you with your application:

- Information on Greater Hume Shire Council
- Application Guidelines (including selection criteria)
- Application Cover Sheet (to submit with your application)
- Position Description
- Advertisement



If you require any additional information with regard to this position please feel free to contact Council's – Human Resource Officer, Jo Wall on (02) 6036 0102.

**Good luck with your application**

**Greater Hume Shire Council – An Overview**

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## Our Vision

Greater Hume Shire Council will be a prosperous rural Shire with vibrant sustainable communities offering excellent quality of life and supported by a thriving agricultural, commercial and industrial base that capitalises on the unique opportunities available through the highest standards of ethics, service and efficiency.

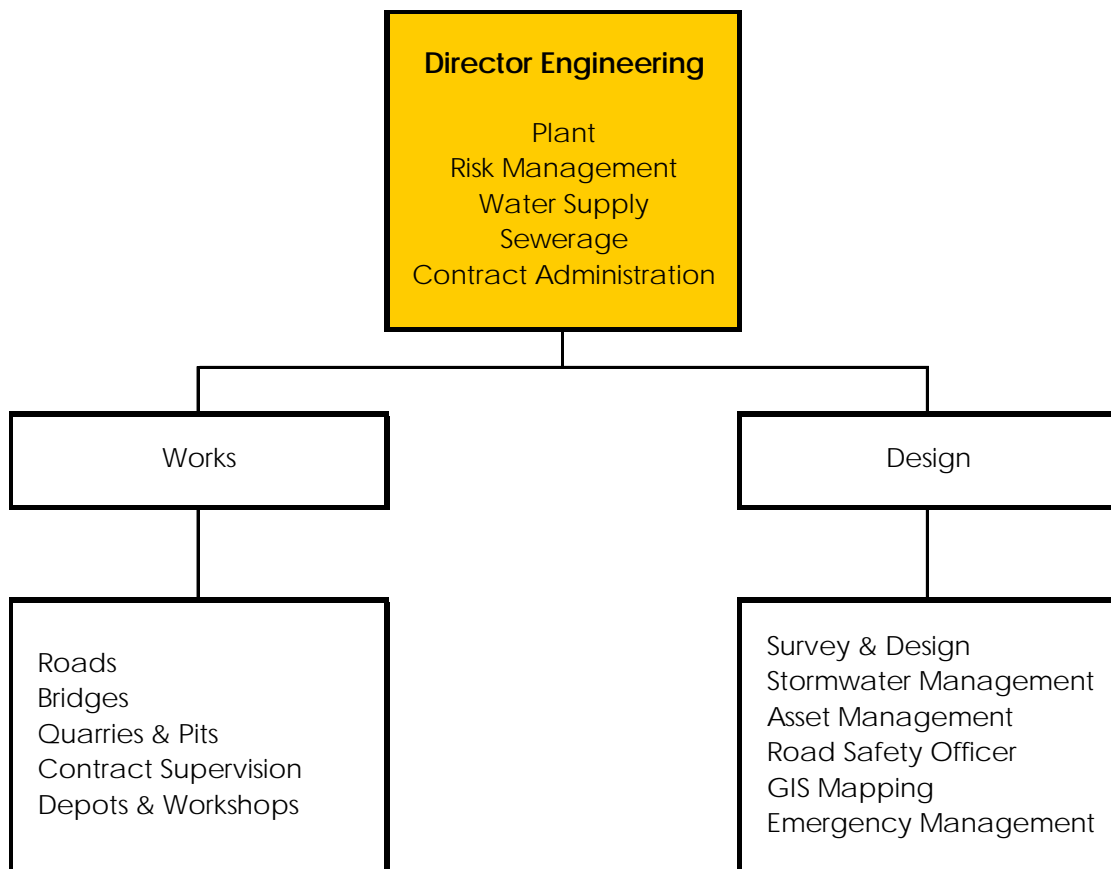
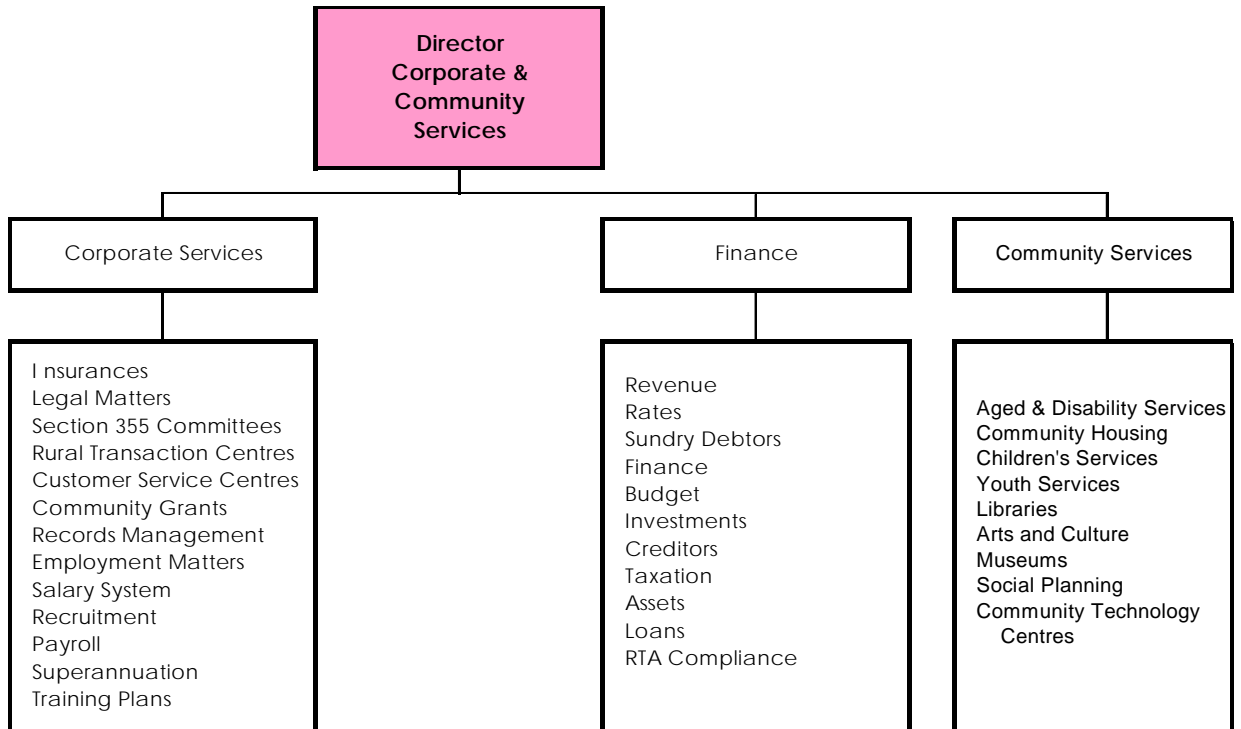
## Our Mission

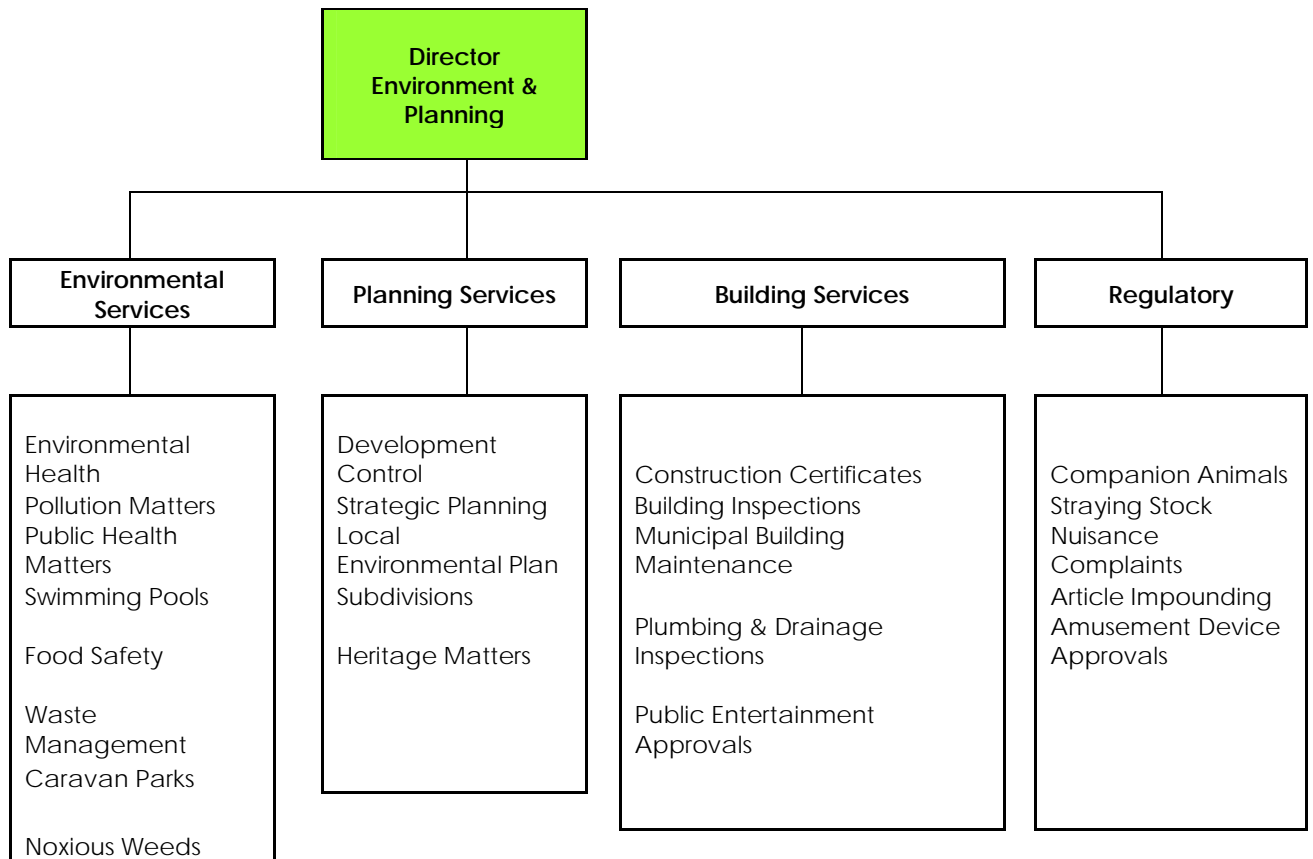
To provide quality leadership through service and management that meets the needs of all communities, enhances their well being and develops opportunities through community involvement.



## Organisation Structure

GENERAL MANAGER



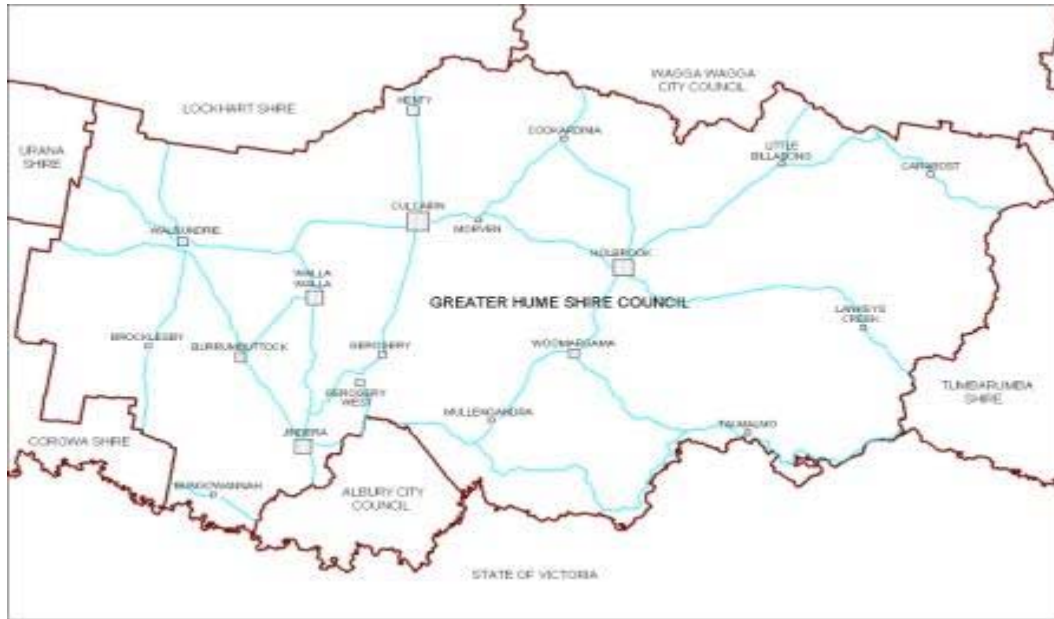


## About Greater Hume Shire Council

Greater Hume Shire Council was constituted by proclamation on 26th May 2004.

The new council area comprises all of the former Culcairn Shire, all of the former Holbrook Shire (except for an area of 19.2 sq km transferred to the Tumbarumba Shire, and approximately 81 percent of the area of the former Hume Shire.

Corporate and Community services are housed in Holbrook and Environment and Planning and Engineering, or technical services are located in Culcairn. Customer service centres are located in Henty, Walla Walla and Jindera.



## Would you like to find out more about Greater Hume Shire Council?

To find out more about our Local Government Area, Council has compiled a New Residents Kit available at [www.greaterhume.nsw.gov.au](http://www.greaterhume.nsw.gov.au).

## INFORMATION PACKAGE

### POSITION OF ENGINEERING/ASSET POSITIONS

Thank you for your interest in the Engineering/Asset positions with Greater Hume Shire Council.

Please find attached the following documents in relation to this position:

1. Instructions to Applicants
2. Position Description containing Selection Criteria
3. Copy of the advertisement

To ensure that your application is considered, you must comply with the instructions contained in the attached "Instructions to Applicants"

Greater Hume Shire Council uses a merit-based selection process and welcomes applications from any person who is qualified for this position.

If you require any further information, please do not hesitate to contact Council's Human Resources Officer, Ms Jo Wall, on (02) 6036 0100 or email [jwall@greaterhume.nsw.gov.au](mailto:jwall@greaterhume.nsw.gov.au)

## **INSTRUCTIONS TO APPLICANTS**

Thank you for registering your interest in applying for one of the position in Engineering/Assets with Greater Hume Shire Council.

Greater Hume Shire Council offers jobs on the basis of merit. This means that the applicant considered to be most capable of doing the job is selected. To decide this, we look at your qualifications, experience, skills and standard of work relevant to the advertised position. Choosing the best person for the job is part of Greater Hume Shire Council's commitment to equal employment opportunity principles.

The following instructions detail Council's requirements with regard to applications for employment and are aimed at assisting applicants in various aspects of submitting their application.

### ***1. Position Selection Criteria***

The selection criteria applicable to this position are detailed in the enclosed Position Description. **Applicants must address each of the Essential Criteria for Appointment in their application.** If you do not show how you meet the essential criteria, your application is unlikely to be considered.

The best way to address the criteria is to list each item as a heading and underneath describe your skills, qualifications and experience that relate to the criteria. Don't assume that the selection committee know everything / anything about you. A fair and objective choice about who to interview for the position can only be based on the information that you supply in your application.

If a large number of applicants meet all the essential criteria, the selection panel will compare the applications and choose for interview those applicants that best meet the criteria.

### ***2. Submission of Resumes and References***

Please provide copies only of resumes and references. Please do not forward original documents with your application.

### ***3. Submission of Applications***

You should ensure that Council receives your application no later than the closing time and date indicated on the advertisement. Please **do not** enclose applications in binders or covers.

Applications should be addressed to the General Manager and marked "Confidential". Alternatively, applications can be faxed to (02) 6036 2683 or emailed to [jobs@greaterhume.nsw.gov.au](mailto:jobs@greaterhume.nsw.gov.au)

#### ***4. Closing Date***

Applications must be received by Council prior to the closing date of **5pm Friday 24 July 2009**. Late applications will only be accepted and considered if prior arrangements have been made with Council's Human Resources Officer. Otherwise, applications received after the nominated closing date will not be considered.

#### **5. Notifying Unsuccessful Applicants**

If you are not selected for interview, you will be notified in writing that your application was unsuccessful.

Interviews are usually held 2 – 3 weeks after the position closes. If you are successful in gaining an interview you will be contacted by telephone, and if time permits, interview arrangements will be confirmed by letter or email.

All applicants interviewed will be contacted by telephone at the conclusion of the selection process and advised of the selection panel's decision.

#### **6. Pre Employment Medical**

All new employees are required to undergo a Pre Employment Medical examination in accordance with Council policy. The examination is used to certify that the successful applicant is medically fit to carry out the relevant duties of the position prior to appointment.

#### **7. Contacts**

If you have any enquiries about Greater Hume Shire Council or the advertised position, you can contact Council's Human Resources Officer, Ms Jo Wall on telephone (02) 6036 0100.

Applications should be addressed to:  
The General Manager, Greater Hume Shire Council, PO Box 99, HOLBROOK NSW 2644

**Greater Hume Shire Council is committed to equal employment opportunity, occupational health & safety and provides a smoke free working environment.**





**Application Cover Sheet**  
**To be attached to your application**

**POSITION VACANT:**

NAME: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

Where did you see the advertisement for this position (please tick):

- LGjobs.com.au
- The Advertiser
- Border Morning Mail
- Local Government Jobs Directory
- Word of Mouth
- Other Please specify)

