

## INTRODUCTION

Blue Mountains City Council (BMCC) provides a wide range of services to more than 76,000 residents located within our World Heritage Listed area. We currently employ around 550 people who play an integral role in satisfying the needs of residents and visitors while ensuring the sustainability of our community, economic and ecological environments.

When recruiting new employees, we aim to select people who best fit the requirements for the position and are committed to our objectives. BMCC is committed to providing a dynamic work environment that enables employees to develop their skills and abilities while enjoying the natural beauty of our World Heritage location – just 1.5 hours drive from Sydney.

This document provides you with information on Council's Recruitment & Selection process. Thank you for your interest in working with BMCC. We look forward to welcoming those of you who join our team and wish you all every success in your future.

### 1. IS THIS JOB RIGHT FOR YOU?

The best way to determine if this position is the one for you is to find out more information about the position and about BMCC. You can do this by visiting our website at [www.bmcc.nsw.gov.au](http://www.bmcc.nsw.gov.au), reading this information, reviewing the position description and speaking with the contact person listed in the advertisement.

- **Position Description:** outlines the major duties and responsibilities of the position. Please review the position description carefully. To avoid disappointment, please also review your resume to ensure you have the experience and qualifications required for the position prior to applying.
- **Contact person:** Please review the position description before telephoning the contact person. The contact person will be more than happy to answer any questions that you may have about the position.

### 2. PREPARING YOUR APPLICATION

Once you have identified that you have the skills, ability, experience and qualifications required to perform the advertised position and that this position is what you are interested in, you will need to prepare your application which should consist of:

- Examples of how you have applied your skills and experience to key aspects of the role. You should include relevant work experience, qualifications, skills, abilities and examples. This statement should be succinct and generally not exceed 3 pages;
- Your updated resume;
- A minimum of two recent professional references who have supervised your work;
- Copies of relevant qualifications. (Please do not send original documents with your application as they will not be returned.)

**Please note:** Our recruitment and selection process is designed to assess how well each applicant demonstrates their relevant experience, skills, knowledge and qualifications to meet the requirements of the advertised position and is separate to your resume. If you do not do this, your application will be unsuccessful.

Please ensure your application clearly indicates the position title and vacancy number of the position that you are applying for as quoted in the advertisement.

# Blue Mountains City Council: Tips on Applying for a Vacancy

## 3. SENDING YOUR APPLICATION

It is preferred that applications be emailed to [hresources@bmcc.nsw.gov.au](mailto:hresources@bmcc.nsw.gov.au) prior to the closing date. An automated email response advising that your application has been received will be sent. Alternatively, applications can be posted to:

'Staff Applications'  
Human Resources  
Blue Mountains City Council  
Locked Bag 1005  
KATOOMBA NSW 2780

Late applications will not be accepted after the closing date. Council cannot be held responsible for applications becoming lost or delayed in the general post.

## 4. INTERVIEW

If you are selected for an interview, you will be contacted by our Human Resources Branch and supplied with the relevant interview details. Due to the high number of applications received at Council, we regret that we cannot respond individually to applicants who are not invited for an interview. If you have any special requirements that may impact your performance in the interview of any of the recruitment assessments or activities, please advise us when you are invited for the interview so we can ensure that you will not be disadvantaged in any way.

## 5. THE SELECTION PANEL

The selection panel will consist of a minimum of two representatives. One representative will be from the business area where the position will be working (usually the Supervisor of the position) and the second will be an independent representative from another area within or external to Council. The selection panel is responsible for selecting the best person for the position. When requested, they are also responsible for giving feedback to candidates on their applications and interview performance.

**Reference Checks:** are carried out on the preferred applicant(s) for the position usually after interviews have taken place. At least two referees will be contacted and asked questions relevant to the position. They will also be asked to validate information provided in your application and at the interview.

## 6. NOTIFICATION OF THE DECISION

A member of the selection panel will contact the successful applicant to make an offer of employment and agree on a date for employment to commence. A written offer and conditions of employment will then be forwarded to the applicant. If you were invited to attend an interview and you were unsuccessful in being appointed to the position, you will be forwarded written notification. A member of the selection panel may be contacted for feedback on your performance at the interview.

**Pre-placement Health Assessments:** Before an offer of employment is made, the preferred applicant(s) will be asked to complete a pre-placement health assessment with the Council's agreed medical practitioner to assess an applicant's ability to perform the position they have applied for.

## FURTHER INFORMATION

If you have further questions please contact Human Resources:

Phone: (02) 4780 5693 or Email: [hresources@bmcc.nsw.gov.au](mailto:hresources@bmcc.nsw.gov.au)