

Council of the Shire of Esk

Job Applicant Guide



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Job Applicant Guide

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Introduction

Thank you for your interest in the recently advertised position with the Esk Shire Council. In the Council the assessment for selection is based on the relative merit of each applicant in relation to the functions and specifically the selection criteria as outlined in the attached Position Description.

This booklet has been prepared as a guide for job applicants and includes an explanation of how to address the selection criteria so that you can present the best possible image of yourself and your work experience when completing your application.

The History of the Shire of Esk

When Europeans of the likes of Oxley, Lockyer, Cunningham and Logan first traversed the Esk Shire, they set in motion a transformation that would evolve over the next 150 years. During this time, this area has become one of the State's most productive fruit and vegetable growing areas, and developed into an important industry founded on the region's rich fertile soil and idyllic climate.

The role of these industries over the years has proved to be vital for not only the economy of the immediate region, but has also aided in feeding the ever growing settlement of Brisbane and surrounding regions of south-east Queensland.

In addition, Esk Shire produce has long been a vital commodity handled through the Capital City's busy trading port.

With change and diversification, the primary industries of the region play no less an important role today - traditional industries of fruit, vegetables and small crops have been complemented by the growing interest of regional producers in beef cattle, sheep, goats and even deer.

Change has therefore not undermined the importance of the agricultural base of the Shire, but has served to add several more 'strings to the bow' - hence acting to strengthen the regional economy and provide a buffer against difficult times.

The appeal of Esk Shire for permanent residents continues to grow. The major contributing factor to this being the appeal of quiet country life away from city hustle and bustle.

With this increased population, Esk Shire has responded by developing a greatly increased economic infrastructure which, whilst still principally based on rural production, is progressively diversifying into such areas as light industry and - capitalising on the Shire's distinctive charm and appeal - tourism.

A key note of 'change' within Esk Shire has been always to safeguard those things which make it special - the Shire Council being particularly active in this regard - working diligently to ensure that rules and regulations are adhered to which prevent the region's natural charm and rural character from being undermined by large urban style developments - whether they be residential, commercial industrial, etc.

Geography of the Shire of Esk

The township of Esk is approximately 100kms north west of Brisbane. The Shire of Esk has an area of 3999 square kilometres, extends from the head waters of Brisbane River north of Linville and Mt Stanley in a south-easterly direction for approximately 125km to the township of Minden and its district, and has a maximum width in a roughly east to west direction of approximately 64km. The Shire has a common boundary with ten Local Government areas as follows:

1. City of Brisbane
2. Shire of Caboolture
3. Shire of Crows Nest
4. Shire of Gatton
5. Shire of Kilcoy
6. Shire of Kilkivan
7. Shire of Laidley
8. City of Ipswich
9. Shire of Nanango
10. Shire of Pine Rivers

The Shire of Esk contains the three (3) principal towns of Esk, Lowood and Toogoolawah, and the townships of Linville, Moore, Harlin, Somerset Dam, Fernvale, Coominya and Tarampa and Glamorganvale. Population of the three (3) principal towns is estimated as follows

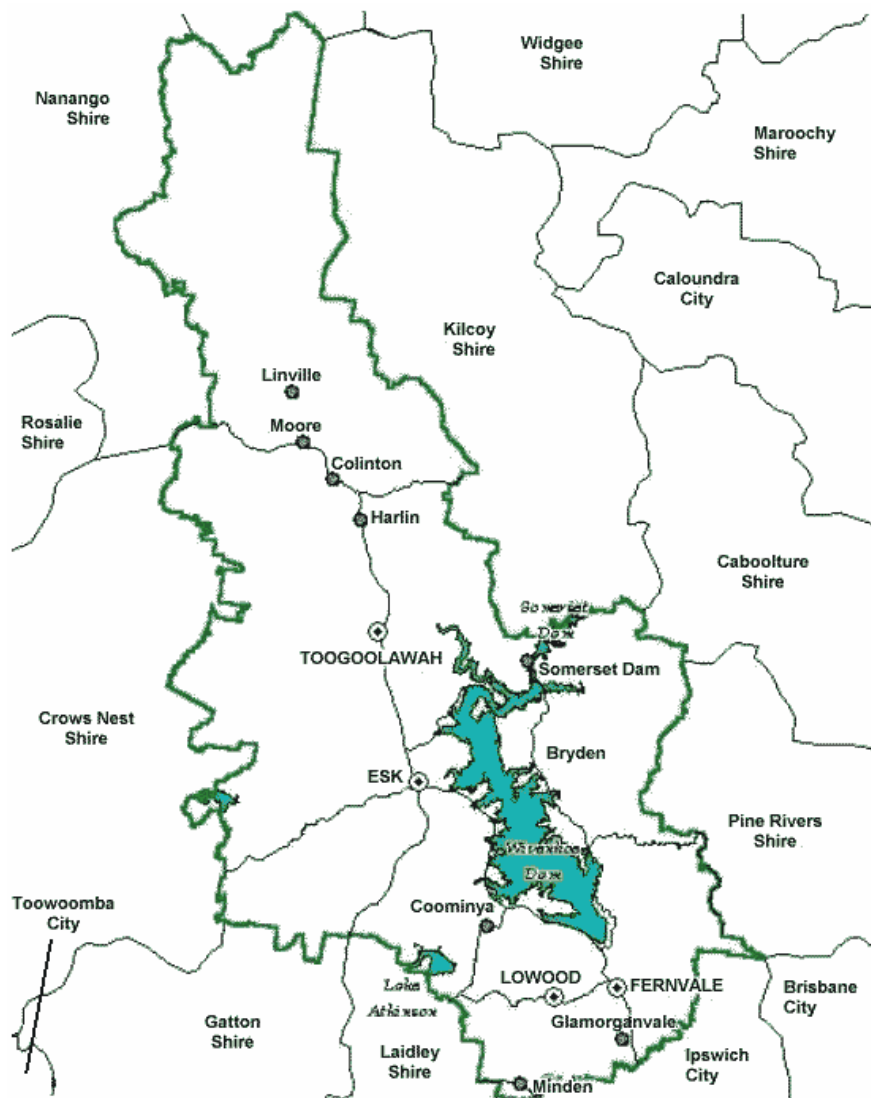
◆ Esk	- 1,200
◆ Lowood	- 1,300
◆ Toogoolawah	- 1,150

The south-eastern portion of the Shire contains the township of Fernvale, the Northbrook district and the sites of the dam structures of Wivenhoe Dam and Split Yard Creek Dam

The central to southern portion of the Shire contains the town of Esk, township of Somerset Dam and districts of Buaraba, Bryden and Mt Byron.

The central and northern portion of the Shire contains the town of Toogoolawah, townships of Harlin, Linville, Moore and the districts of Colinton and Mt Stanley, Mount Beppo, Cressbrook and Biarra.

The extreme south-west of the Shire contains the town of Lowood, townships of Coominya, Tarampa, Minden and Glamorganvale and districts of Mt Tarampa, Prenzlau, Coolana and Buaraba.



Recruitment and Selection

The Council of the Shire of Esk is an equal opportunity employer and the Council's recruitment and selection policy and procedures are based on the principles of equity and merit.

Equal Employment Opportunity (EEO) requires applicants to be selected, promoted and treated on the basis of their ability to do the job. Merit based selection is an assessment of an applicant's abilities, skills, knowledge, qualifications and potential, relative to those of other applicants against selection criteria set down in the Position Description.

Position Description

The attached position description is the major source of information regarding the position you are applying for.

You should read this document very carefully. It includes the following information:

- Details of the position
- Primary delegations, accountability and responsibilities
- Selection Criteria
- Reporting/Responsibility lines
- Performance criteria and measurements.

Introduction to Selection Criteria

It is important to note that this guide will continually refer to "Selection Criteria" and you must address the selection criteria as part of your application.

The Selection Criteria are those skills, abilities, experience, knowledge and qualifications that the position defines as essential for the functions to be effectively and efficiently performed.

The degree to which applicants meet the selection criteria is a fundamental component of the overall selection process.

You should compile a statement that concisely and adequately illustrates how you meet each of the criteria. It is not enough to simply state that you meet the criteria. You should provide examples of how you meet them and where you have had relevant experience in your work history. You can also include transferable knowledge, skills or abilities in areas relevant to the defined selection criteria, which you have developed outside the workplace.

Failure to address the selection criteria prevents the panel from being able to easily and accurately assess your competencies and may exclude you from further consideration.

Your Resume

Your resume should provide your personal contact details as well as your educational qualifications, work history, special skills or qualifications, training details and referees, plus any other information that may assist your application for the position. Be clear and informative.

Include names, position titles, addresses and telephone numbers of two referees. The best referees are those that can discuss your previous work experience in line with the advertised selection criteria.

Closing Date

No folders please.

Applications should be submitted before 4.00pm on the closing date for the position and should be addressed to Reply HRM No.. (marked on envelope):

Chief Executive Officer
Esk Shire Council
PO Box 117
ESK QLD 4312

Interview

Should you be invited to attend an interview it is important that you plan and prepare adequately.

The interview provides the opportunity for the Selection Panel to confirm your qualifications, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position and Council.

All interviews are conducted by a Selection Panel, which would usually consist of three people. During the course of the interview you will be asked a number of questions to determine how well you meet the selection criteria. You should bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application. If you are unsuccessful you will have the opportunity to obtain post-selection feedback from the Human Resource Manager.

Hours of Work

All Staff – 76-hour fortnight, incorporating a 9-day fortnight.

The times below are the general start and finish times for the staff. Some teams work different hours depending on work requirements, refer to Position Description.

<u>Field Staff</u>		<u>Office Staff</u>	
Commence	6.30am	Commence	8.00am
Finish	3.30pm	Finish	5.00pm
Lunch	30 minutes	Lunch	30 minutes

As part of the Enterprise Bargain Agreement, start and finish times can be changed by mutual agreement.

Staff Development & Training

Council is very aware of the need for the development of its staff. Both Field and Office staff undertake an annual performance appraisal on the anniversary of their start date.

Employees are encouraged to undertake training relevant to their duties and to undertaken study in approved courses.

Smoke Free Workplace

Council provides a smoke free work environment. Smoking is prohibited in Council buildings and plant.

Additional Information

Additional information regarding the Esk Shire Council can be source through our website. www.esk.qld.gov.au