



Information Package – Assistant Rates Clerk

A position exists for a motivated person to join Council's finance department. Reporting directly to the Rates Clerk this position will be responsible for assisting the Rates Clerk in maintaining Council's rating data, debt recovery and water billing functions. Other duties include processing financial information for Accounts Receivable, Investments and Bank Reconciliation.

The successful applicant will possess a certificate III or higher in a business discipline and relevant experience, good time management skills, be able to communicate with a diverse range of people, a good working knowledge of Word and Excel and a current class C drivers licence .

Closing date for applications is Monday 5pm on 27th July 2015.

Council offers attractive working conditions under the Local Government State Award 2014, study and training opportunities, Council uniform, a safe working environment and flexible working conditions.

Applications

How to Apply: Applicants **must address the selection criteria** outlined in the Information package as per the Guidelines for Applicants, complete a standard Application for Employment form and forward their Resume to be considered for short-listing. To obtain an information package, please contact Council's Human Resources Manager Julie McKeown on telephone number (02) 6828 6105, via email jmckeown@walgett.nsw.gov.au or download via website www.walgett.nsw.gov.au.

Email applications to admin@walgett.nsw.gov.au. Written applications are to be forwarded to the General Manager, Walgett Shire Council, PO Box 31, WALGETT, NSW, 2832.

Don Ramsland
General Manager
Walgett Shire Council

Council is an Equal Opportunity Employer and has a smoke free work environment.

Assistant Rates Clerk – Selection Criteria (must be addressed)

SALARY PACKAGE

Salary Grade 3 - \$912.00 - \$1114.00

Permanent Fulltime – 35 hours per week

This position will enjoy attractive working conditions, Local Government (State) Award 2014 Allowances, nine day fortnight, flexible working conditions, 9.5% superannuation, uniform, study and training opportunities and five weeks annual leave.

COMMON SELECTION CRITERIA

- Sound understanding of the principles of Equal Employment Opportunity.
- Sound understanding of the Workplace Health and Safety.

ESSENTIAL SELECTION CRITERIA

1. Qualifications at TAFE Certificate Level (Certificate III) or higher and preferably in a business discipline such as Financial Services, Accounting, Business Management or relevant field
2. Minimum of two (2) years relevant work experience
3. A Good Working Knowledge of MS Excel and Word applications
4. Demonstrated experience in reconciliation processes
5. Good organisational skills with an emphasis on detail, the ability to exercise judgement, meet deadlines and prioritise work
6. Demonstrate strong interpersonal and team skills with the ability to communicate with a diverse range of people
7. Demonstrate commitment to a high level of customer service, communication skills and demonstrated negotiation/mediation competency
8. High Level of literacy, numeracy and data entry skills
9. Demonstrated attention to detail
10. Awareness and understanding of EEO principles and WHS policy and procedures
11. A current Australian Class “C” Driver’s Licence

DESIRABLE SELECTION CRITERIA

1. Demonstrated working knowledge of rating, valuation and modelling in accordance with the Local Government Act 1993 and Local Government (General) Regulation 2005
2. Experience in financial or accounting services
3. Knowledge of a computerised accounting software package such as the Authority System
4. Good understanding of debt recovery processes

MEDICAL REQUIREMENTS

All positions are subject to a Pre-Employment Medical. This must be completed prior to any offer of employment being made.

In the event that the medical report identifies any Issues, the HRM will liaise with the relevant Director and the General Manager to ascertain whether Council can accommodate any requirements prior to any offer being made. The medical may be completed by a General Practitioner of the applicants' choice, at Council's expense.

SUPERANNUATION

Walgett Shire Council will pay 9.5% superannuation to a Superannuation fund of your choice.

SUBSIDISED HOUSING

Walgett Shire Council have a range of Council housing available including three bedroom homes to recently built two and three bedroom units all in reasonable locations and will be available at subsidised rent paid directly to Council via staff payroll deduction.

PROBATIONARY REVIEW

All positions are subject to a Three month probationary period. Council undertakes reviews and monitoring within the Three months to identify training requirements, satisfactory progress and to encourage communication and feedback between the Supervisor and the employee.

Reviews are carried out at four and Eight weeks of employment and a Final Probationary review is completed at Three months.

All employees have access to annual staff appraisals carried out normally March/April each year which becomes effective in the new financial year (July).

ABOUT THE COUNCIL

Walgett Shire Council is a local government providing services to the towns of Walgett, Lightning Ridge and Collarenebri, villages including Carinda, Cumborah, Rowena and Burren Junction and the surrounding rural areas.

The Shire covers an area of 22,000 square kilometres and has a population of approximately 7,000. Dominant industries include cropping, grazing, grain handling, opal mining and tourism.

The Barwon, Namoi, Macquarie, Castlereagh, Narran and Moonie rivers pass through the Shire and the dominant landform consists of floodplains of unconsolidated alluvium with an elevation between 120 and 145m above sea level. In the northern portion of the shire there are a number of ridges composed of weathered sedimentary rocks that reach a maximum elevation of about 160 m above sea level.

GUIDELINES FOR JOB APPLICANTS

Thank you for your interest in applying for a position with the Walgett Shire Council. These guidelines have been developed to assist you in preparing your application.

THE RECRUITMENT AND SELECTION PROCESS

Involves Walgett Shire Council identifying a vacancy, advertising, short listing applicants, calling suitable applicants for interview, conducting reference checks, pre-employment screening (including medical examination), criminal record / working with children checks and offering appointment to the preferred applicant/s.

APPLYING FOR A POSITION

You need to apply in writing for all advertised vacancies. Your application will be used to decide whether you will be interviewed. A good application shows why you are the best person for the job and how your skills, knowledge and experience meet the selection criteria.

Your application must contain the following minimum requirements:

- Letter of introduction.
- A completed Walgett Shire Council Application Form, including names and contact numbers of three current, employment-related referees.
- Your response to the Selection Criteria.
- Your CV or Resume.
- Copies of your qualifications and/or professional registrations. Do not send originals.

Before preparing your application, you should take the following steps:

- Read the job description.
- Obtain as much additional information about the position as you can. You might consider talking to people in similar positions; and read any relevant information such as annual reports, strategic plans, etc.

WRITING YOUR APPLICATION

You need to write your responses to the selection criteria to show the selection committee that you have the right mix of skills, knowledge and experience to do the job. Our suggestion to applicants, to ensure that the selection criteria are adequately addressed, is to make a separate heading for each selection criteria. For each one, describe your skills, knowledge and experience and show how they could be used in the advertised position. Emphasise your major achievements. Use positive language in talking about yourself, for example, *“My success in my current role demonstrates my ability to undertake every aspect of this work, especially*”.

Key words in selection criteria and their meaning

Demonstrated knowledge: you need to give examples that prove you have this area of knowledge.

Ability to: you do not need to have done this kind of work before, but your skills, knowledge and experience must show that you are capable of doing the work. Describe things, which you have done which prove you could successfully undertake this kind of work.

Experience in: you have to show when and how you have done this work before and give examples of your experience.

Effective, Proven, Highly Developed, Superior: these are all asking you to show your level of achievement. Give as much detail as you can, using examples of your achievements to show your skills, knowledge and experience.

Good communication skills this is not about whether you speak English with an accent. This is about showing you have the communication skills needed to do the job. You could include experience in dealing with people, details of things you have written, and examples of problems you have solved using your communication skills.

Walgett Shire Council requires all employees to have an awareness of the principles and practices related to Equal Employment Opportunity (EEO), Quality Improvement, Ethical Practices, Multi-cultural diversity (EAPS) and Work Health Safety (WHS) relevant to each position.

Information to help you can be obtained by contacting:

EEO	www.eeo.nsw.gov.au or phone 02 9228 4444
Ethical Practices	www.icac.nsw.gov.au or phone 02 8281 5999
WHS	www.safeworkaustralia.gov.au

The following may be of assistance in reference to some selection criteria:

Equal Employment Opportunity

Walgett Shire Council believes that equality in employment is a fundamental right for all people. EEO principles ensure that people are not discriminated against and have equal access to conditions of employment, training and development, promotional opportunities and evaluation of performance. The outcome of good EEO practice is a diverse and skilled workforce, improved employment access and participation of EEO groups and a workplace culture displaying fair practices and behaviours.

Ethical Practices

Each employee of the Walgett Shire Council is accountable for their performance. All employees must observe the Code of Conduct and ensure that no fraudulent or unethical practices or conflicts of interest exist.

Work Health Safety

Walgett Shire Council is committed to safe work practices and environments. Employees have a legislative requirement to ensure their work is carried out safely. Walgett Shire Council is also committed to assisting with the prompt return to work of injured workers.

Multi-Cultural Diversity

Basic principle

Walgett Shire Council staff are required to ensure equity of access to all people regardless of cultural, linguistic or religious background.

APPLICATION AND CURRICULUM VITAE / RESUME

You will need to submit a CV or Resume that includes any qualifications, professional affiliations, details of professional registrations and employment history. If you are intending to apply for more than one position, please submit a separate application for each position.

You should also include a copy of your qualifications and professional registrations (if applicable) in your application.

OVERSEAS QUALIFICATIONS

Some job advertisements say that you need to be registered, licensed, hold a trade certificates or be a member of a professional association. If you have qualifications from overseas you may need to get formal recognition of your qualifications before applying for these jobs. For help with this phone the Overseas Skills

Advisory Service on 02 97072500 or 02 92693500. For other jobs, the selection committee will assess your qualifications. It may be useful to give them a statement that shows the Australian equivalent of your qualifications. This may be obtained from the Overseas Skills Advisory Service or the National Office of Overseas Skills Recognition (NOOSR) (phone: 1800 020 086).

THE ROLE OF THE SELECTION PANEL

The Selection process will be undertaken by a panel that has been convened to ensure it has the necessary expertise to make a sound recommendation, in a fair and impartial way. Collectively, the panel will have an understanding of the vacancy and its role and will be responsible for the integrity of the final selection. The panel will usually consist of three members (convenor, job specialist and independent), however, there may be occasions when additional membership may be appropriate.

INTERVIEW

The most suitable applicants, short listed from their written application, will be called for interview, where each candidate's strengths and limitations in relation to the selection criteria are further assessed. The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the panel to gather further information for the assessment process.

The body of the interview will be structured so that each interviewee is asked the same series of questions based upon the selection criteria. It is not an opportunity for the panel to ask applicants "tricky" or obscure questions, but rather to assist you in presenting your case in the best manner possible.

At the interview you will be given the opportunity to ask questions about the position. The questions offer candidates the chance to demonstrate their interest in and understanding of the position and its associated duties. At this stage you may also present information to the panel which you feel assists your application.

The length of time between the closing date and notice of interviews may vary from position to position. If you wish to follow up on the status of your application after the closing date, please contact Council's Coordinator Human Resources on telephone 02 6828 1399.

If you are offered an interview and you have any special need, such as wheelchair access to the building or an interpreter, you should inform the Coordinator Human Resources on telephone 02 6828 1399.

REFERENCE CHECKING

Selection panels have the right to seek information, additional to that already supplied, in order to make objective decisions and to safeguard their service from the employment of those who may have a record of unsatisfactory performance. It is important that you nominate referees who are able to discuss your suitability in relation to the position applied for. Consider providing them with a copy of the job description so that they are prepared to provide relevant information to the selection panel.

CRIMINAL RECORD / WORKING WITH CHILDREN CHECKS

In accordance with Walgett Shire Council's policy, a criminal record check and working with children check may be conducted for new employees, transferring employees, volunteers and students.

PRIORITY OF EMPLOYMENT

Internal applicants who believe they have priority of employment (displaced person) should clearly identify their claim in their application.

POST SELECTION FEEDBACK

Feedback will be available to all unsuccessful applicants regarding their application or interview performance upon request.

LATE APPLICATIONS

Late applications are not normally considered, so please ensure that your application reaches the General Manager by the closing date.

NOTIFICATION

An acknowledgement letter or email will be forwarded following receipt of your application. Should you wish to confirm that your application has been received, please telephone Walgett Shire Council on telephone 02 6828 1399

APPLICANT CHECKLIST Have you:

- Read the job description and the selection criteria.
- Researched the position thoroughly.
- Addressed the selection criteria on page 5.
- Completed the Application Form.
- Prepared original supporting documentation and evidence of your identification to bring to interview.
- Dispatched your application to ensure it will arrive prior to the closing date.
- Ensured your application is presented in a clear and concise manner.
- Ensure you retain the advertisement, job description and the general application kit information for future reference in relation to your application.

<p>Walgett Shire Council is committed to the principle of Equal Employment Opportunity, workplace safety, multi-cultural diversity and promoting a smoke free work environment.</p>

REFEREES: (regarding your work history and/or education)

Please provide names and addresses of **at least three referees**, one of which should be your present or most recent employer, if possible, who will be contacted prior to an offer of employment being considered. If referees can not be contacted, because they are no longer current, it may be seen as an unfavourable response. Please ensure that referee information is current before submitting your application.

REFEREE 1

Name: _____

Title: _____

Organisation: _____

Address: _____

Phone: _____

Phone: _____

REFEREE 2

Name: _____

Title: _____

Organisation: _____

Address: _____

Phone: _____

Phone: _____

REFEREE 3

Name: _____

Title: _____

Organisation: _____

Address: _____

Phone: _____

Phone: _____

WALGETT SHIRE COUNCIL IS COMMITTED TO EQUAL EMPLOYMENT OPPORTUNITIES

This section is for compliance with EEO legislation only – completion is optional; however, we would encourage you to complete same to assist us with the implementation of improvements with respect to future equal opportunity employment.

Country of Birth

Nationality

Was English the first language of:

Yourself? Yes No

Your Mother? Yes No

Your Father? Yes No

Are you from a racial, ethnic or ethno-religious group which is a minority in Australian society? Yes No

Are you an Australian Aboriginal and / or Torres Strait Islander? Yes No

Walgett Shire Council welcomes applications from people with disabilities and will attempt to meet reasonable/appropriate work-related requirements of employees.

Do you have a disability? Yes No

OCCUPATIONAL HEALTH AND SAFETY

Please tick the most appropriate statement from the choice below:

I have read the position description and understand the requirements for the job.

- I am not aware of any health condition which might interfere with my ability to perform the requirements of this position.
 - I have a health condition that may require the employer to provide me with services or facilities (adjustments) so that I can successfully carry out the requirements of the position.
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PLEASE RETURN YOUR APPLICATION PRIOR TO THE CLOSING DATE TO:

**Post: The General Manager
WALGETT SHIRE COUNCIL
PO Box 31
WALGETT NSW 2832**

Email: admin@walgett.nsw.gov.au

Fax: 02 6828 1608