INTRODUCTION
When you apply for a position with Broken Hill City Council it is important that you submit a complete application. A complete application contains your resume and completion of the selection criteria.

An incomplete application will result in your not being selected for an interview, when in fact you may have been the best person for the job. Similarly, in your application if you make inaccurate comments or overstate your experience, while it may get you the job, it is considered unlawful and would result in you not successfully completing the required probationary period.

Broken Hill City Council is committed to the principles of Equal Employment Opportunity. This means that when selecting applicants for vacant positions, selection is based purely on merit. Those applicants who best meet the stated selection criteria will be interviewed and ultimately the person whom the selection panel deems to best meet the criteria will get the job.

Canvassing of Councillors disqualifies- this means if you contact an Elected Member or Senior Officer of Council about a vacant position with the intention of that member influencing the outcome of the recruitment process your application will be disqualified. This is in accordance with Councils’ Code of Conduct.

YOUR APPLICATION

1. Selection criteria

The selection criteria is stated in the Position Description for the role that you are interested in. It is the essential and desirable criteria section of the position description.

It is your responsibility to ensure that you adequately address each of the stated criteria. The selection panel cannot overlook any of the essential criteria nor can they introduce any additional criteria. You should not be deterred from applying if you do not meet all the desirable criteria, as you may still be eligible for the position. In order to demonstrate or prove that you have the skills you need to give examples drawn from your own experience.

The STAR model is one model to use to describe your experience. Other similar models could also be used, such as:

- CAR: Circumstance, Action, Result
- SAR: Situation, Action, Result
- SAO: Situation, Action, Outcome.

Let’s take the criteria “Demonstrated problem-solving skills” - to illustrate what a SAR story structure looks like in practice.

Note: The inserted in brackets is where each part starts. You would not include these words in your actual response.
Criteria: Demonstrated problem-solving skills

‘[situation] I demonstrated my problem-solving skills during a recent meeting. I attended a branch planning meeting to revise the corporate plan and identify goals for the coming year. After a heated debate about priorities staff became bogged down in the implementation detail, section silos resurfaced, and blinkered thinking presented barriers to resolving the discussion. While I was not facilitating this discussion, as a manager I could see that we weren’t going to reach an outcome if the current state of play continued.

[actions] To break through this deadlock I suggested three lines of action. First, that we all take a refreshment break, leave the room, mix and mingle and have time out. Second, that we revisit our goals for the session to get us re-focused on the big picture. Third, we have a timed discussion about section concerns that were unresolved. The meeting agreed to these steps and to the facilitator leading the discussions under accepted ground rules.

[results] The break provided the opportunity to shift focus and renew energy levels. Revisiting the goals resulted in shifting the perspective back to the big picture with reassurances that implementation detail would receive structured attention. The discussion of concerns, while painful at times, resulted in a breakthrough in understanding between sections that contributed to improved cooperation. The outcomes of this meeting were fully met, with goals that had 100 per cent support. My manager later thanked me for my contribution, which she described as “critical to the success of the meeting”.

Below are some other examples of how to answer selection criteria. Please note that the application questions or criteria are tailored to the specific job roles. These examples are a general guide of commonly asked questions/criteria and may differ from the questions asked for the role you are interested in applying for.

Criteria: Demonstrated experience in communicating verbally and in writing with both internal and external stakeholders as relevant to the position.

Example: In my current position of .... I interact with people across all levels of the organisation. To ensure that I maintain a high level of communication practices I always ensure that ......

Oral Communication
As part of my current position responsibilities, I communicate verbally with ..... on a daily basis. A recent example of a successful interaction ............... The outcome was ..... A second example of my clear and concise oral communication can be demonstrated in my involvement in ........ As part of this interaction I was responsible for .... The outcome was ....

Written Communication
As part of my position responsibilities on a daily basis I create ........... These documents focus on ........... My involvement is .................. A second example of my clear and concise written communication skills can be attributed to my .................. The outcome was ............
Criteria: Do you have a current MR Class Licence?

Answer option: Yes/No valid to……

Criteria: Relevant work experience to the position description.

Example: I have three years experience working with traffic, and am the holder of a current 'Apply Traffic Control Plans' Certificate. With my current employer I am involved in managing traffic for the following projects................. . This project required re-routing the traffic from 2 way to 1 way for

......months/years. The traffic volume was ........... My responsibilities during this process included

............................ The traffic management for this project required us to .................

Those applicants who best meet the stated criteria will be selected for interview. If you are in any doubt when addressing the criteria or any other requirement of the vacancy you should contact the relevant Council Officer as stated in the job advertisement.

2. Resume

Please also include a comprehensive and accurate and up to date resume/ CV.

Please note, the position you are applying for may require you to undergo an Australian Federal National Police Check as part of the selection process and/or demonstrate that you have a valid Working with Children check. You will be notified by a Council Officer if this is a requirement and provided with instructions on how to proceed with these checks.

In addition you are required to include the names and phone numbers of two referees, preferably previous employment supervisors or employers, who can be contacted by Council's interview panel.

Referee/Reference checks may not necessarily be conducted where the position is to be filled internally from current employees.

SUBMISSION OF APPLICATION/INTERVIEW

Applications to be submitted online.

Visit www.brokenhill.nsw.gov.au for more information about Council jobs. Make sure your application is received by Council no later than the closing date.

To support your application and interview you should bring originals and/or certified copies of all relevant qualifications, statements of experience, etc.

You should also bring a copy of your birth certificate, driver's licence, passport or similar. Non Australian residents must bring a copy of a work permit.

Upon receipt of your application you will be sent an email from Council advising that your application has been received.

If you are selected for interview a Council Officer will contact you and arrange an interview time.
Generally, the interview/selection panel will consist of two or three people. You should bring to the interview originals of documents and any other information which you believe to be relevant.

*Council wishes you success with your application for employment*