



Applying for a Position at Lockyer Valley Regional Council

Thank you for your interest in joining the team at Lockyer Valley Regional Council.

This information sheet has been developed to assist you in preparing your application. Information is also provided on the following page about the Lockyer Valley Region and the structure of Council.

Preparing Your Application

Applicants are selected on the information contained in their application. You will need to sufficiently demonstrate your skills in your application to be considered on the short-list for an interview. Your application will need to consist of:

1. A brief covering letter – you might like to draw attention to one or two of your major attributes relevant to the position for which you are applying
2. A Resume covering your work history, education and contact numbers for at least two professional referees
3. A separate statement addressing the Key Selection Criteria (see more information on selection criteria in the last section of this paper).

Please note that a skill, qualification or ability listed in the Key Selection Criteria is generally deemed a pre-requisite necessary for the position; if you do not have those requirements or you do not address the criteria we may not be able to consider you for the position.

There is no need to bind your application or display it in a folder as it will be copied or scanned when we receive it and the original placed on file.

Lodging Your Application

You can lodge your application in any of the following ways:



Post to:

Chief Executive Officer
Lockyer Valley Regional Council
PO Box 82
GATTON QLD 4343



Email: mailbox@lvrc.qld.gov.au



Deliver to Council's Offices:

Cnr North and Railway Street
Gatton

or

Spicer Street
Laidley



Fax: (07) 5462 3269

Any Questions?

If you have any queries regarding your application, you can contact Council on 1300 005 872 (LVRC).



Information about the Lockyer Valley Regional Council

The Lockyer Valley Regional Council is a medium sized local government employing approximately 300 staff, with an annual budget of around \$35 million. Council's offices are located in Railway Street, Gatton, Spicer Street, Laidley and Depots located at both Gatton and Laidley.

Council has a broad range plan for its community and has adopted the following goals to describe what we are here to achieve:

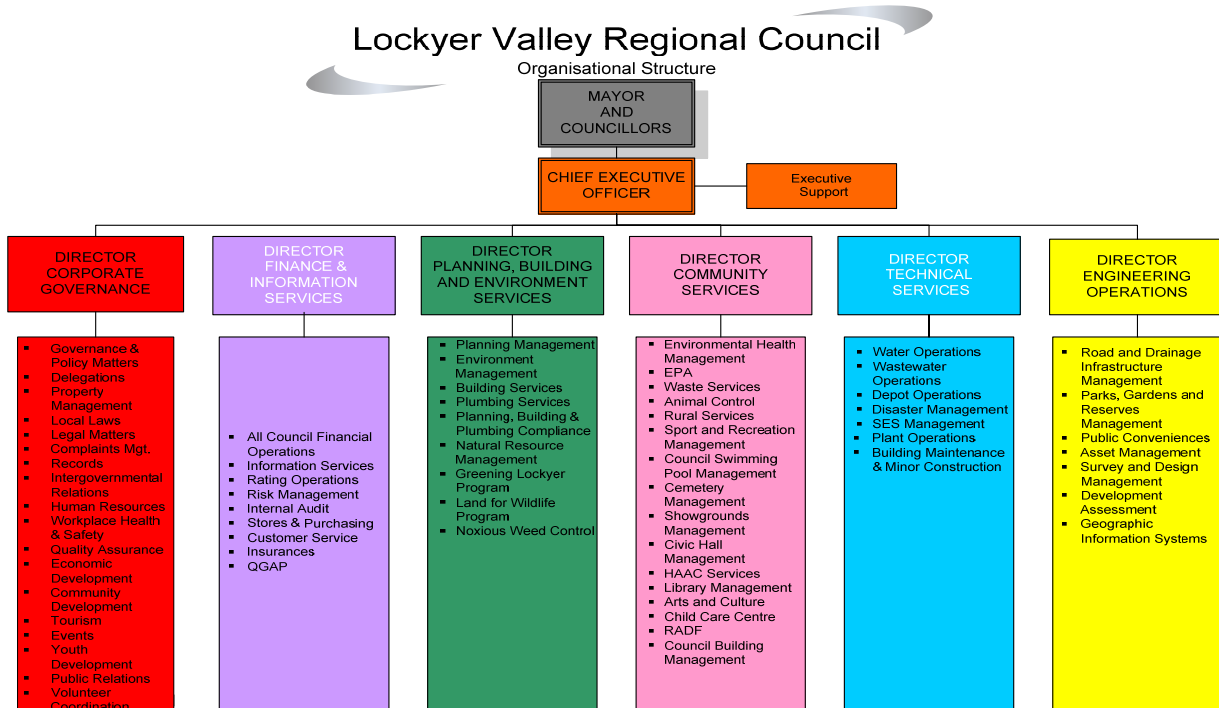
- ✓ *To enhance the economy, quality of life and well-being of the Lockyer Valley Region Community*
- ✓ *To promote community awareness and participation in Council activities*
- ✓ *To ensure value for money in the delivery of Council services*
- ✓ *To promote and develop a strong community spirit within Lockyer Valley Region*
- ✓ *To protect the natural beauty and diversity of the area*
- ✓ *To promote social, environmental, economic, financial and educational viability within the region*

Organisation Structure

Council consists of 7 elected representatives, (6 Councillors and the Mayor).

Council's Executive Team consists of:

- Chief Executive Officer - Colin O'Connor
- Director Finance & Information Services - Derek Sellers
- Director Corporate Governance – Clinton Weber
- Director Community Services - Brad Domrow
- Director Engineering Operations - Gerry Franzmann
- Director Planning, Building & Environment – David Kay
- Director Technical Services – Howard Karl



STAFFING LEVELS UNDER THIS STRUCTURE HAVE BEEN CAPPED BY COUNCIL AT A MAXIMUM OF 350



Addressing Selection Criteria

Selection criteria are the standards used to measure applications and are used to select the best candidates, from those who apply for the position, to be interviewed.

By asking you to address the selection criteria, we are asking you to describe how your knowledge, skills, abilities and experience relate to each of the criteria.

Each selection criteria must be addressed separately. This may mean that you actually have to repeat some of the information about yourself.

Your responses to the selection criteria provide you with the opportunity to include all relevant information that will show that you are capable of doing the job. You need to read the selection criteria carefully as each one may contain a number of parts. Some criteria will be asking about your knowledge, or your skills, or abilities or experience or a combination of these. You may wish to structure your written response to the selection criteria in four sections –

1. An Initial Statement – this should be a clear statement of why you meet the criterion eg. ‘I have skills in.....’ or ‘I have a good knowledge of’.
2. Supporting Argument – this should be further information that shows how you meet the criterion. Provide specific clear examples of what you have done, or can do, that proves you meet the criterion eg. ‘In my role as X I demonstrated by ability to’ Or ‘When working as X I showed that I have skills in’
3. Validity Statement – validate your example by showing supporting evidence eg. ‘My customer service skills were demonstrated by increased sales.....’ Or ‘Feedback from my supervisor was...’. You may wish to attach examples of work you have done and refer to this in your response to the criteria.
4. Concluding Statement – Reinforce again why and how you meet the criterion. Relate your response back to the criterion eg. ‘I believe that this demonstrates I.....’.

An Example

As an example, a position description for a job as a security guard might list the following as one of the key selection criteria: “KSC1 A knowledge of, or the ability to rapidly acquire knowledge of, protection/security systems and emergency procedures.”

What is being asked in simple terms is ‘What do you know about security work and emergency procedures, and can you show that you can learn this type of information easily.’ Your response to a selection criteria should show that you have the skills, information, ability or experience that is being asked about. So in this case, your response might be something like this.

The above information has been adapted from the Queensland Department of Employment and Training’s publication ‘Guide to Getting a Job’. The full publication can be accessed on the following website <http://www.employment.qld.gov.au/jobguide.pdf>

KSC1 A knowledge of, or the ability to rapidly acquire knowledge of, protection/security systems and emergency procedures.

I have worked as a security guard for 5 years. In 1994 I completed a three week security guard course run by Smith Security. From doing this course and through my work as a security guard, I have acquired a good knowledge of most aspects of security work. The course I did at Smith Security included training in emergency procedures including evacuations, bomb threats and hostage situations.

My work as a security guard has been conducted in a variety of environments and I have developed expertise in both home and commercial security. On completion of my security guard course at Smith Security, I worked for the ANZ Bank for three years, for Home Secure Services for one year, and for the last two years have been employed by the National Bank. I have experience of a wide variety of security work and have been involved in a number of emergency situations. My referee reports, which are attached, testify to my skills in coordinating a response to such situations.

I have a First Aid Certificate and work as a volunteer for St Luke’s Ambulance Service. By doing this, I have kept my skills up to date. I have the ability to acquire any further knowledge of security systems required for this position. I have demonstrated through my employment in the security industry that I have a good knowledge of security systems and emergency procedures.