

Yarrabah Aboriginal Shire Council – APPLICATION KIT



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WITH COMPLIMENTS

INFORMATION KIT

For

Vacancy Reference Number: 2019/0411

CHIEF EXECUTIVE OFFICER

Enquiries

**Richard Wright
Human Resource Manager**

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Address all correspondence to:

**“Personal & Confidential”
Human Resource Manager
56 Sawmill Road
YARRABAH QLD 4871**

Email Address:

rwright@yarrabah.qld.gov.au

Closing Date:

5.00PM MONDAY 29TH APRIL 2019

INFORMATION FOR APPLICANTS

Please read this information carefully, as it will help you with the preparation of your employment application.

CANDIDATE APPLICATION PROCESS

The usual steps for the application process are:

1. Job is advertised
2. You prepare your application
3. Submit your application by the closing date
4. All applications are assessed
5. Applicants assessed
6. Selection
7. Job offer
8. Feedback

If you have any questions about the process, please contact the person specified on the job description.

How do I apply?

- Before completing this form please read the “Congratulations! You’re applying for a future with the Yarrabah Aboriginal Shire Council.
- Applicants must address each selection criterion listed in the position description
- Separate applications must be fully completed for positions with different vacancy reference numbers

Selection is based on the assessment of each applicant in relation to the selection criteria identified in the position description of the advertised vacancy. The position description is contained in this information kit.

The selection criteria consist of the qualifications, knowledge, skills and abilities required to successfully undertake the job.

Your application should consist of the following:

- Completed Job Application Cover Sheet
- Covering Letter
- Resume

CONGRATULATIONS!

YOU'RE APPLYING FOR A FUTURE IN LOCAL GOVERNMENT

As an employee of the council, your actions in the workforce will need to demonstrate a consistent connection to the following aspirations of the Council.

Vision

“Working in unison and empowering the community to determine its own future destination”

Mission

“A better quality of life through sponsoring a sense of purpose, respect and pride”

Values

- Foster unity
- Acknowledge equality
- Respect elders
- Governance with integrity
- Refine for efficiency
- Celebrate courage
- Facilitate connection

Goals

- Our community
- Our organisation
- Our infrastructure
- Our environment
- Our economy

Local Government has a policy that people are selected for positions on the basis of:-

Merit and equity

We select the best person for the position and all applicants are treated fairly and equally.

This brochure has been prepared to help you understand what is involved in our selection process and how you can make the most of your application for a future with us.

Job Description

When we advertise a position, we have already analysed it and developed a list of its duties and the selection criteria (the description of the ideal job holder). This is the Position Description and you should acquire a copy of it and decide whether you can undertake the role.

If you decide you can, and you want to apply, the Position Description will help you write your application.

What we want to know is how well you and your skills and abilities match the description of the ideal jobholder. (i.e. The selection criteria)

A committee, normally 3 people, is given the responsibility for selecting the successful applicant and the first time that they learn about you is from your application.

Your application

So that the committee can compare you to the description of the ideal candidate, we suggest that you include the following information in your application.

- ✓ Cover sheet with your name, address and vacancy reference number. To make this easy we have a form you can use.
- ✓ A covering letter – no longer than 3 pages giving:
 - Information about your skills, knowledge and/or experience related to and addressing the selection criteria on the Position Description. This will help the selection committee see how you compare with the ideal position holder.
- ✓ Your curriculum vitae which should give:
 - A Brief summary of your employment history - where you have worked, how long, key responsibilities and outputs.
 - Details of your education and any qualifications you have.
 - Name, title, address and phone number of three professional referees that can provide detailed information of responsibilities and outcome relevant to this role.

It is important that you send in your application by the closing date in the advertisement.

The selection committee will use the information in your application to decide whether or not to interview you for the job.

The Interview

The interview, by the selection committee, is just a way of finding out more about you and your ability to do the job that you have applied for.

During the interview you will be asked questions relevant to the job only.

Mostly you will be asked three types of questions -

- behavioural questions asking for examples of how you have handled things in the past;
- situational questions asking how you would handle a particular situation; and
- technical questions to demonstrate current knowledge and experience.

We suggest that you prepare for the interview by reading the position description again and think about the sorts of questions you could expect to be asked and the answers you can give to demonstrate your suitability for the job.

You may be asked to actually perform some part of the job - this is a work sample test. If you are asked to attend an interview you will be given information regarding the work sampling that will form part of the interview.

Selection

Merit-based selection

We select employees based on merit - the person who can do the job best.

In the decision, the following are taken into account:

- the extent to which each applicant has abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the job, and
- if relevant, the way in which each applicant carried out any previous employment or occupational duties and potential for development.

Other Selection Techniques

The work sample testing, may include tests to assess aptitudes or abilities; or to test for managerial skills or abilities.

If these types of tests are used, they will be run by qualified people and will have been chosen because they assist in identifying the best person for the job.

Special Needs

If you need any special assistance to be able to attend an interview for e.g. Building access or communication assistance please let us know at the time the interview appointment is made so that we can make suitable arrangements.

Reference Checks

The selection committee may contact your referees after the interview takes place. It is understood that where you have provided the contact details of a referee than you have provided the selection committee with permission to contact them. The selection committee will not contact other reference source without your permission.

Criminal history checks

Due to the nature of some positions, criminal history checks may be conducted. Check the position description to see if this applies to the job you are interested in.

Decision

All applicants for jobs in the Council will be notified of the result of the selection as soon as possible after the decision of the committee has been approved.

If you are successful you may be asked to provide a copy of your birth certificate, evidence of your citizenship or resident status or undergo a security check.

Confidentiality

All of the information collected about applicants for jobs in the Council is treated as confidential.

All information submitted by an applicant is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

We hope that this information will help you to prepare your application for a job with us.

YARRABAH ABORIGINAL SHIRE COUNCIL PROFILE:

Name: Yarrabah Aboriginal Shire Council.

Address: 56 Sawmill Road, Yarrabah,
Qld.4871.

Postal: C/- The Yarrabah Post Office,
QLD.4871.

Email: council@yarrabah.qld.gov.au

Contact Numbers:

Phone 4056 9120 (main switch)

Fax 4056 9167

Council Members:

Mayor	Cr. Ross Andrews
Deputy Mayor	Cr. Michael Sands
Councillor	Cr. Nadine Cannon
Councillor	Cr. Ian Patterson
Councillor	Cr. Colin Cedric

Senior Management Team:

Chief Executive Officer (CEO) VACANT

Executive Manager
Community Services Vicki Jones

Executive Manager
Corporate Services Jemma Lichtenfeld

Executive Manager
Works & Infrastructure Dawn Lake

Governance Manager Avril Yeatman

Human Resource Risk &
Regulation Manager Richard Wright

COMMUNITY PROFILE:

The Yarrabah Shire is an aboriginal community which is situated on approximately 159 square kilometres of land which runs east from False Cape around the Mission Bay area extending past Cape Grafton and Kings Point east of the Cairns inlet.

The geographic's of Yarrabah in size is about 30 kilometres in length and 2.5 kilometres wide for most parts, but then it broadens to approximately 8 kilometres in the northern section.

Although Yarrabah is great in size, most of the area occupied is within the established township area located around the mission bay area with a population of 2,409 as per the 2011 census report. The population however is believed to be slightly more as residents tend to travel in and out of the community for extended periods for education, work and family reasons hence the reason to believe the population is greater than the report states.



The area was originally occupied by 2 dominant groups the Gunggandji and Yidinji people, where they lived their day to day traditional lifestyle until it was established as an Anglican Mission in 1892. The Church appointed a tribal elder of the Gunggandji to be King for the whole church mission. King Menmuny was known to say 'this is the new way'

The first Aboriginal Council was established in the 1960's, however appointed persons principally acted as an advisory body.

Also a mark in time in the Yarrabah history is when the community received its Deed of Grant in Trust (DOGIT) land tenure in 1986 which paved the way for the community council of the day who were the trustee holders to then become self-governed under the *Community Services (Aborigines) Act 1984*. In its own right Yarrabah is now a Shire under the Local Government Act 2009.

In 2010 the original traditional owners the Gunggandji people received their determination for (as the locals know it) the *top half* of the Yarrabah boundary which was then followed by a second determination in 2013 for the *bottom half* which was a joint claim by the Gunggandji / Mundingalbay Yidinji clan groups.

The Yarrabah Council in partnership with the Traditional Owner Working Groups since these determinations have been working close together.

COVER SHEET

VACANCY DETAILS

Vacancy Reference No:

Position:

Classification:

**Yarrabah
Aboriginal
Shire Council.**

Where did you learn of this vacancy?

Locally Newspaper Internet/Intranet Other

APPLICANT DETAILS

Preferred Title:

Mr Mrs Miss _____ Other

Surname

Given Names

Postal
Address:

Post Code:

Work Phone:

Home Phone:

Mobile:

Email:

APPLICANTS DECLARATION

Only Australian citizens or permanent residents of Australia are eligible for permanent appointment to the Queensland Local Government Councils, therefore please indicate citizenship status by ticking the appropriate box.

I am an Australian Citizen I am a permanent resident of Australia
 I am not an Australian Citizen or permanent resident of Australia

If a non-Australian Citizen or permanent resident of Australia:- I am prepared to produce proof of legal entitlement to work in Australia. I am prepared to allow the Department to contact the referees nominated by myself for job related reference checking purposes

Signature

VRN

Do you have a medical condition that Council need to be aware of YES NO
If your answer is YES please give details:

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION – Please indicate if you are a member of any of the following EEO target groups. Your completion of the following information for statistical purposes only will assist the Department to monitor employment equity and diversity outcomes. This information will remain confidential and will not be distributed to selection panel members.

Please tick the appropriate box

Aboriginal/ Torres Strait Islander Disability English as Second Language

EMPLOYMENT SERVICE PROVIDERS –Please provide us with your Employment Service Providers so we may assist you better through your employment scheme.

Please tick the appropriate box

Workways QITE _____ OTHER



POSITION DESCRIPTION CHIEF EXECUTIVE OFFICER

POSITION OBJECTIVES:

The Chief Executive Officer is Council's principal staff officer, exercising overall management responsibility for Council's operations.

The Chief Executive Officer:

1. Acts as the primary link between councillors and the organisation and is responsible for providing assistance to councillors in developing policy;
2. Provides leadership to staff in achieving Council objectives;
3. Oversees the financial management of the Council;
4. Communicates and promotes Council's policies to the community it serves.
5. Provides strategic direction and works with the Yarrahah Leadership Forum (YLF) on a whole of community approach to important matters affecting the Yarrahah community.

POSITION RESPONSIBILITIES AND PERFORMANCE INDICATORS:

Managing Council Relationships

Responsibility	Criteria
Provide advice, policy development and decision making support to Council.	Timely, quality advice, no significant oversights.
Ensure implementation of Council resolutions, policies and decisions.	Timely, effective action, progress monitored and variances reported.
Provide development opportunities for Councillors.	Councillor satisfaction in the programs offered.

Organisation and Operations Management

Responsibility	Criteria
Provide leadership and co-ordinate departmental operations and performance.	Performance planning and reporting system effectiveness, variance identification, communication effectiveness.
Ensure output is monitored and services provided in an efficient cost-effective manner.	Operational efficiency, service and output standards attained.
Develop, maintain and review Council's	Corporate plan developed to Council's

corporate plan.	satisfaction.
Develop and maintain organisation structures to achieve Council's objectives.	Organisational structure to achieve efficiency and effectiveness.
Provide organisational change leadership and support.	Input level and effectiveness; actual achievement against planned.
Ensure development and maintenance of appropriate systems, procedures and performance standards.	Level of operational system development and documentation.

Human Resource Management

Responsibility	Criteria
Ensure human resource management plans, systems, procedures and programs are developed and implemented.	Human resources systems developed in accordance with Council's requirements and contemporary practice.
Promote teamwork and develop and maintain positive work relations and appropriate organisational culture.	Culture development complies with Council's objectives.

Public Relations Management

Responsibility	Criteria
Communicate and promote Council's policies to the community it serves.	Level of communication.
Ensure services, communications and dealings of staff with the public and external bodies is of a high standard.	Customer satisfaction/complaints.

Other

Such other duties as are reasonably allocated to the Chief Executive Officer.