



Orange City Council

How to apply for jobs!

About Us

Orange is a progressive regional city boasting a relaxed, idyllic lifestyle with superior educational & health services. Only three & a half hours from Sydney, Orange is a cultural city, blending historic buildings and streetscapes with cosmopolitan cafes, restaurants, theatres and galleries. Orange also offers beautiful seasons, and some of the best food and wine in Australia. With an ever-growing population, Council has an important job to do. Why not be part of it?

Orange City Council provides excellent career opportunities across a large range of professions and trades. We offer diverse employment options which could include a position for you that suits your interests, lifestyle and career goals. Some of the benefits of working for Council include a great work life balance and flexible work arrangements.

Conditions of Employment

All employees of the Orange City Council are employed under the Local Government (State) Award which defines conditions of employment such as: rates of pay, leave entitlements, hours of work, training and development, and grievance and dispute procedures.

Employees of Council are also covered by other legislation, including but not limited to:

- Work Health & Safety - to ensure that Council is a safe and happy place of work.
- Equal Employment Opportunity - a basic principle in our overall operations requiring all our appointments to be strictly based on merit.
- Child Protection - some roles within Council are covered by the Commission for Children & Young People Act 1998. All employees who work in positions identified as being child-related employment must undergo a 'Working with Children Check' prior to commencing employment.

Benefits of Working for Us

As an employee of the Orange City Council you will also enjoy the following variety of benefits (subject to Council policy):

- Nine day fortnight (for full time staff)
- Four weeks annual leave per annum
- 15 days sick/carer's leave per annum
- Long service leave (after five years continuous service)
- Paid Parental and Supporting Parent Leave (after 12 months of continuous service)
- Council's Staff Education Assistance Program to support further education
- Annual recognition of achievements through the Staff Excellence Awards program and Staff Service Awards
- Ongoing training and development
- Active social club
- Access to a free and confidential Employee Assistance Program
- Access to a staff wellbeing program
- Working with skilled and experienced colleagues who also become friends



Applying for a position

To apply for a position with the Orange City Council, you will need to go to our website www.orange.nsw.gov.au; this will require the following;

- Complete / answer a series of questions to address each of the selection criteria
- You resume or curriculum vitae (CV)

Your written application is your opportunity to impress the selection panel so make sure your application:

- is neatly presented and spell-checked
- clearly states the title of the position and job number
- is prepared so that it relates specifically to the position you are applying for
- includes your full name and contact details
- does not include original documents such as references or certificates (include copies if you want to)
- is lodged by the closing date, which appears at the bottom of each advertisement.

Hints for addressing the selection criteria

- Use each selection criteria as a sub-heading and provide your statement against it directly below.
- Address the selection criteria in the same order as they appear in the advertisement.
- Do not answer the criteria by simply stating that you meet the criteria, explain how you meet it. For example, if the selection criteria is, 'Demonstrated ability to work as part of a team', don't simply say that you are able to work in a team, rather, describe:
 - a situation where you have worked in a team
 - the task you had to perform
 - how you and/or the team performed the task, or describe the action you took
 - what the result or outcome was.
- Try to address the criteria as concisely as possible - don't pad out your answer with irrelevant information.
- Always use examples to demonstrate your knowledge, skills, qualities, abilities and experience.

Council will acknowledge receipt of your application via email.

Who should I contact if I need more information?

If you require additional information on the position, or have any questions about the selection process, please telephone the contact person listed on the advertisement or contact our Human Resources team on 6393 8400.



Once the position closes

Shortlisting

- Your application will be reviewed against the Selection Criteria.
- A Selection Panel generally consists of three people - the Manager of the area, the supervisor of the position advertised or another member from the same team, and an independent person from another Department or from Human Resources.
- Your suitability will then be compared against the other applicants' and a short list formulated.
- If you are successful in being shortlisted, you will be contacted by a member of the Selection Panel and invited in for an interview.
- If your application has been unsuccessful in making the short list you will receive an email or letter advising of this outcome.
- The shortlisting process usually takes up to two weeks from the closing date of the position, however, if there is a larger than expected number of applicants, this process may take longer.

Interviews

- You will be asked a set of pre-determined job-related questions to determine how well you meet the selection criteria.
- The Selection Panel may also utilise a number of other selection techniques, such as:
 - Case studies - where you are required to read some information and then respond in a set format, for example, responding to a letter from a customer or resident.
 - Presentations – where you are given a relevant topic and asked to present information to the Selection Panel.
 - Role plays - where the applicant is required to demonstrate how they would respond to a particular situation, for example, managing a difficult customer.
- Examination of work samples - where the applicant brings along samples of work from previous positions.
- Aptitude and ability testing - where the applicant demonstrates their typing skills, software skills, numerical skills, etc.
- If the Selection Committee intends to utilise a selection technique other than a straight-forward interview, you will be advised of this when contact is made to arrange the interview.
- You should bring your resume, qualifications, birth certificate or passport, and current Driver's Licence with you to the interview.

Post Interview

- The Selection Committee will contact at least two work related referees for each of the preferred applicants.
- The preferred applicant/s will be asked to attend a pre-employment medical examination, conducted by an external party. This medical examination is conducted at Council's expense and is designed to assess your physical and functional capacity to perform the position you have applied for.
- Depending on the position you have applied for you may be required to undergo the following checks:
 - Working With Children Clearance Check
 - Criminal Background Check
 - Qualification Verification Check
- If you are unsuccessful after attending an interview you will be notified as soon as the preferred applicant/s has formally accepted the position/s.



Offer of Employment

- Once all pre-employment checks are completed, the successful applicant/s will be verbally offered the position and any negotiable conditions of employment (eg hours/days of work, commencement date, start and finish times, who to report to on day one, etc) discussed.
- The successful applicant/s will then be provided with a written letter of offer of employment.

Privacy Statement

As part of the recruitment process, Orange City Council will be collecting information about you. This information is private information for the purposes of the Privacy and Personal Information Protection Act. This information will be included in the recruitment file, and accessed by Council Records Staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.