

# YOUR GUIDE TO APPLYING FOR A POSITION WITH BELLINGEN SHIRE COUNCIL



*Thank you for your interest in applying for a position with Bellinggen Shire Council (BSC). This guide provides information about working for BSC. Our aim is to help you find out about the role, prepare your application, and understand the recruitment and selection process used by Council.*



# WHY WORK AT BSC?



Nestled in the Mid North Coast region of NSW, Bellingen offers a unique blend of charm and vibrancy. Bellingen is the home to breathtaking landscapes of rolling hills, lush rainforests, pristine rivers and waters. With a rich artistic heritage, Bellingen boasts a thriving live music scene, independent shops filled with handcrafted treasures and art galleries showcasing local talent. Throughout the year, Bellingen comes alive with vibrant festivals celebrating music, food, culture and community spirit.

By working with BSC, your work will have a tangible impact on the lives of the local community and contribute to making the local area a better place to live. Local government offers a wide range of opportunities across various departments, from planning, parks and engineering to community, finance, IT and HR, you will be able to find a role that aligns with your interest and skill. BSC offers competitive benefits and work-life balance programs such as flexible work arrangements, hybrid working, learning and development opportunities, health and wellbeing programs, an Employee Assistance Program for employees and their immediate family members, paid parental leave and generous leave policies.

# APPLYING FOR A ROLE WITH BSC

Recruitment and selection at BSC is guided by the Local Government Act 1993 and the Local Government (State) Award.

Selection of employees is based on merit – the extent to which each applicant has the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities to fulfil the role.

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The applicant who demonstrates the most merit across the selection process and against the requirements outlined in the position description is recommended for appointment.

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Applications are to be made via Council's website, not via email or post. When applying online you need to answer all questions in the application form and upload your cover letter and resume in Word or PDF format.

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It is important to ensure that your email address is correct as this is the primary contact method. All applications are to be completed and submitted prior to the closing date specified on the advertisement. Late applications will only be accepted in exceptional circumstances. Your online application will be acknowledged automatically via email upon receipt.

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Your application needs to be completed in one sitting. You cannot save it and come back to it later.

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We recommend that you use Microsoft Edge or Google Chrome to submit your application. Keep your file names short, if it is too long it won't upload.

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For permanent roles, you must be an Australian citizen or permanent resident.

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For some temporary jobs, you may be considered if you hold a visa that gives you permission to work in Australia. Your visa should be current for the term of the position. You will be asked to provide proof of this when you apply.

# WHAT TO INCLUDE IN YOUR APPLICATION



## COVER LETTER

A compelling cover letter that highlights your skills and experience. Mention those that directly relate to the job requirements. Don't just repeat your Resume! Use specific examples and achievements to showcase your abilities.



## RESUME

A current Resume. Include your personal details, work experience (in reverse chronological order), including company names, job titles, date of employment, key responsibilities, education, skills and achievements.

Proofread! Make sure your letter is addressed to the right person and referring to the right job, free of typos and grammatical errors!



## Application Tips



Keep your cover letter concise. Use a professional format - use a clear font, consistent spacing and appropriate margins.

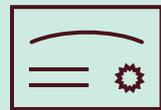


**Customise it - don't use a generic cover letter. Tailor it to the specific position you are applying for.**



## Core Competencies of the Position

The Core Competencies describes the qualifications, experience and skills required to perform the duties of the position and can be found in the position description.



## Qualifications

If the position you are applying for requires academic qualifications, certificates, or licenses, certified or original copies are to be brought with you to interview should you progress. The academic and professional qualifications of candidates recommended for appointment may be verified by the selection panel with the relevant issuing institution.



## Reasonable Adjustments

BSC is an equal opportunity employer that is committed to diversity and fosters an inclusive environment in which all employees feel a sense of belonging. BSC will make reasonable adjustments that you need, both in the interview process and on the job. If you have any special requirements, such as wheelchair access, disabled parking or a sign language interpreter, advise the contact person who will make arrangements to assist wherever possible.

# INTERVIEWS & Selection



Applications received will be evaluated by a selection panel with shortlisting occurring after applications have closed.



The panel will usually consist of three (3) people who will assess all applications to decide who will be interviewed. Applicants who best meet the Core Competencies will be considered.



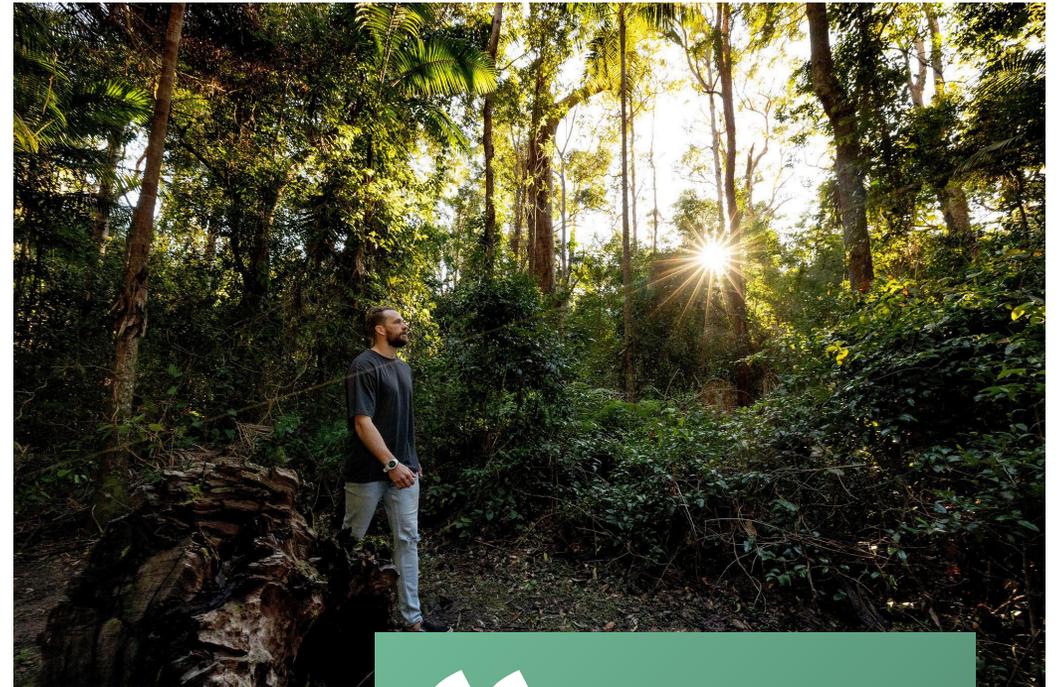
Should you progress to interview stage, you will be contacted via email regarding the time, date, and details of the interview.



We will endeavour to provide you with three (3) working days' notice and advise you of any other materials or special requirements, including additional assessments.



The panel may use several methods to assess your ability to do the job, including work samples and/or practical assessments. We will advise you about this when booking the interview.



An interview is like a conversation where you answer questions about yourself, your skills, and why you'd be a good fit for the job.

It's a chance for you to show us why you are the best person for the job!

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# WORKING WITH CHILDREN CHECKS

*BSC is committed to the safety and wellbeing of children and creating and maintaining a child safe organisation.*

Some positions with BSC may require you to obtain a Working with Children Check (WWCC) as a condition of employment. You must apply for the clearance as issued by the Office of the Children's Guardian if you do not already have a valid check. For more information visit the Office of the Children's Guardian website.

# Referees



Reference checks form an important part of the selection process and applicants are required to provide the details of at least two (2) current work-related referees when requested.



The referees you provide should have supervised or oversaw your work and can speak to your specific skills and accomplishments relevant to the new position. The best referee is someone who can provide a positive and accurate assessment of your skills and work ethic.



Please ensure you notify your referees that you will be nominating them and that they will receive an email to complete a reference check for you. Give them some background on the position.



Reference checks are conducted electronically and will be requested via email if required.

# Pre-employment Screening

Pre-employment screening (at Council's expense) may also be part of the selection process.

This can include hearing and pre-employment medical screening (including drug and alcohol screening), and/or behavioural profiling.

You will be contacted after the interview to make these arrangements.



## Employment Offers

The preferred applicant will be contacted by the Hiring Manager to let them know they will receive a job offer in writing.

They will discuss your start date and answer any of your questions.

If successful, your employment offer will be sent to you via email with a link to our recruitment system. When you click on the link you will see your Employment Offer, Position Description, and various electronic documentation complete for onboarding.

## Equal Employment Opportunity (EEO)

EEO is about ensuring that all employees have equal access to the opportunities that are available at work.

BSC as an equal opportunity employer is committed to a merit-based workforce that encompasses inclusiveness and diversity in an environment of mutual respect. We invite, encourage, welcome and value candidates regardless of age, colour, national origin, physical or mental disability, race, ethnicity, religion, creed, gender, sexual orientation, gender identity and/or expression, genetic information, marital status, status regarding public assistance, veteran status or any other characteristic protected by application of Federal, State or Local law.

# Interview Tips

Interview questions are generally behavioural based because evidence suggests past performance is the best indicator of future performance.

When answering behavioural questions, you can use examples taken from experience in your work, study, and/or involvement with community groups using the S-T-A-R approach.

## Situation

What was the situation? Provide a brief outline of the specific situation or setting.

## Task

What did you have to achieve? Describe your role and responsibilities.

## Action

What did you do? Consider the steps you took to resolve the situation/problem or complete the task.

## Result

What was the outcome of your actions? Share what you learnt from the experience and the feedback you received from everyone involved.

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# Interview Tips

Prepare yourself for different types of interview questions as you may be asked a range of questions besides behavioural ones.

Provide answers in a clear and concise manner.

Do not assume the panel members know your skills just because they have read your application or have worked with you previously.

Show your motivation and interest in the role by asking relevant and thoughtful questions

Ensure you listen to what is being asked. Ask your interviewer to repeat or rephrase a question if you need further clarity.

Avoid yes/no responses and interrupting questions being asked. It is fine to pause if you need to gather your thoughts.

Watch out for two-part questions and make sure you address both parts in your answer. If you wish, you can ask the interviewer to repeat the question so you can address it fully.



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recruitment@bellingen.nsw.gov.au

For all job specific enquiries, please contact the Hiring Manager via the contact details listed in the job advertisement.  
For all careers and job-related enquiries (including difficulty applying online) please contact the People and Culture team.



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