

# Employment Information Pack

## Employment Conditions

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| <b>Pre-Employment Medical</b>      | Prospective employees are required to undergo a pre-employment medical examination which may include a Drug and Alcohol Test (at the Town's expense).   |
| <b>National Police Certificate</b> | Prospective employees are required to provide a National Police Certificate (issued less than three months ago). If you do not hold a current National Police Certificate, the Town will make this application for you (at the Town's expense). |
| <b>Probationary Period</b>         | A probationary period of up to 6 months may apply to this position. Upon successful completion, appointment will be confirmed.  |
| <b>Drivers Licence</b>             | If a current driver's licence is an essential requirement of the position, you must provide a copy of your current card prior to commencing employment.   |
| <b>Pay Days</b>                    | Employees are paid on a fortnightly basis by direct credit into a bank, building society or credit union of their choice. Pay is deposited into accounts on the Thursday following the end of the pay period.                                   |
| <b>Superannuation</b>              | The Town will contribute the superannuation guarantee to a complying superannuation fund nominated by the employee. Salary sacrifice options are available along with matching employer employee contributions of up to 5%.                     |

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| <b>Annual Leave</b>             | Four (4) weeks per annum plus 17.5% leave loading.  |
| <b>Personal Leave</b>           | For each year of service, an employee accrues 10 days (pro-rata) of paid personal/carers leave.   |
| <b>Purchased Leave</b>          | Employees have the opportunity to purchase additional leave as provided in the Town's Enterprise Agreements * Conditions apply  |
| <b>Long Service Leave</b>       | Employees are entitled to 13 weeks long service leave in respect of each 10 years' continuous service. Eligible employees are able to access their Long Service Leave entitlements pro-rata after seven (7) years continuous service. *Conditions apply |
| <b>End of Year Closure Days</b> | Employees are entitled to two additional days to be taken as part of the Town's end of year closure period. * Conditions Apply  |

## Submitting an Application

Thank you for your interest in the position advertised by the Town of Bassendean. Please read the following information to assist you with your application.

### What to include in your application

- **Covering Letter**  
Briefly describe your suitability for the advertised position. This should outline how your experience aligns with the requirement of the role.
- **Curriculum Vitae or Resume**  
This is a summary of your work history and should start with the most recent or current position. You should include employment dates (months) including the details of duties and a list of academic and/or professional training. Please also include your personal details including name, current address, telephone number and email address.
- **Referees**  
Referees should be contacted for approval before listing them in your resume. You should include the names and contact details (including an email address) of two recent work referees. Your referees will not be contacted before you are notified.
- **Qualifications, Certificates, Reference Letters etc**  
Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references etc. to your application.
- **Requirements of the Job**  
The advertisement may ask applicants to address the selection criteria related to the role requirement. If so, applicants are required to provide enough details to allow the selection panel to assess their skills, experience, and qualifications relevant to the role responsibilities and capability requirements listed in the position description.

### How to submit your application

- Your application must be submitted via seek online

# Capability Requirements

The following Capability Framework describes 16 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

## 1. Personal Attributes

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| <b>Manage Self</b><br><i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i>                 |
| <b>Display Resilience and Adaptability</b><br><i>Express own views, persevere through challenges, and be flexible and willing to change</i>    |
| <b>Act with Integrity</b><br><i>Be honest, ethical and professional, and prepared to speak up for what is right</i>                            |
| <b>Demonstrate Accountability</b><br><i>Take responsibility for own actions, commit to safety, and act in line with legislation and policy</i> |

## 2. Relationships

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| <b>Communicate &amp; Engage</b><br><i>Communicate clearly and respectfully, listen, and encourage input from others</i>                        |
| <b>Community &amp; Customer Focus</b><br><i>Commit to delivering customer and community focused services in line with strategic objectives</i> |
| <b>Work Collaboratively</b><br><i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>        |
| <b>Influence &amp; Negotiate</b><br><i>Persuade and gain commitment from others, and resolve issues and conflicts</i>                          |

## 3. Results

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| <b>Plan &amp; Prioritise</b><br><i>Plan and organise work in line with organisational goals, and adjust to changing priorities</i>   |
| <b>Think &amp; Solve Problems</b><br><i>Think, analyse and consider the broader context to develop practical solutions</i>           |
| <b>Create &amp; Innovate</b><br><i>Encourage and suggest new ideas and show commitment to improving services and ways of working</i> |
| <b>Deliver Results</b><br><i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>             |

## 4. Resources

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| <b>Finance</b><br><i>Be a responsible custodian of council funds and apply processes in line with legislation and policy</i>                    |
| <b>Assets &amp; Tools</b><br><i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>                 |
| <b>Technology &amp; Information</b><br><i>Use technology and information to maximise efficiency and effectiveness</i>                           |
| <b>Procurement &amp; Contracts</b><br><i>Understand and apply procurement processes to ensure effective purchasing and contract performance</i> |

## 5. People Leadership

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| <b>Manage &amp; Develop People</b><br><i>Engage and motivate staff, develop capability and potential in others</i>                  |
| <b>Inspire Direction &amp; Purpose</b><br><i>Communicate organisational goals, priorities and vision and recognise achievements</i> |
| <b>Optimise Workforce Contribution</b><br><i>Hire and deploy people effectively and apply sound workforce planning principles</i>   |
| <b>Lead &amp; Manage Change</b><br><i>Initiate, support and champion change, assist others to accept and engage with change</i>     |