



Information Guidelines for Applicants

Thank you for your enquiry regarding a position advertised by the Norfolk Island Regional Council (the Council).

The Council requires all applications to be received electronically by the due time and date (**Norfolk Island Time**) via the Human Resources email address hr@nirc.gov.nf

Your application will be acknowledged by email within two working days of it being received.

If you are successful in being shortlisted you will be advised by email and arrangements will be made for the next step in the process.

Late Applications

Applicants are responsible for ensuring they meet the closing time and date. Late applications may be excluded from the initial selection process.

Late applications will be extended **in exceptional circumstances only**. Applicants requesting an extension must contact the Contact Officer **24 hours prior** to the vacancy closing date.

Withdrawing an Application

If you have submitted an application, but no longer wish to be considered for the position, you need to formally withdraw your application in writing by email to hr@nirc.gov.nf

Selection Process

The Merit Principle

The Council selection must be based on the merit principle, which requires the Council's recruitment to be based solely on the information provided by the applicant in their application and interview, if interviewed, to determine the applicant's suitability:- .

- To perform the relevant duties; and
- for employment in the relevant workplace; and
- for employment in the public service.

A person's suitability is to be determined having regard to the person's—

- knowledge; and
- skills; and

- qualifications and experience; and
- potential for future development.

How is merit assessed?

Merit assessment is usually carried out by a panel (the Panel).

The Panel assesses each applicant's qualifications, skills, experience and abilities against the capabilities and qualifications in the Position Description.

There is no one method for selection but the process must be transparent, impartial and fair. The process must also offer the opportunity for natural justice. This means that if the panel is provided with adverse information which may impact on the selection process, then that applicant must be given the opportunity to provide a response.

Various tools and techniques are used (such as written applications, interviews, work sample tests and occasionally an assessment centre) to collect the evidence needed to make a merit-based assessment. One of the most important aspects in your application is your referees. You need to ensure that the referees you nominate are able to validate any claims you make in your application and that they can provide evidence of your skills and abilities against the capabilities and qualifications. Your referees are a critical component in the assessment process by the panel.

Your written application should demonstrate your skills/competencies, with examples, in relation to the competencies outlined in the Position Description and detail how you meet the qualification requirements outlined in the Position Description. For more detailed information on how to write to selection criteria see *How to apply for a vacant position* on page 3.

Your Resume/Curriculum Vitae provides a history of your education/qualifications, employment experience and any personal skills or qualities. You are required to provide the names and contact details of two referees who can comment on your recent work performance. The Council expects at least one of those referees to be your current manager or supervisor. Written reference reports are not required. If you don't want us to contact your referees without advising them first, please indicate this in your application.

Because the Council bases its recruitment decisions on merit, using an evidence based approach as to how well each applicant fits the requirements of the position, it can take a while to assess and coordinate the results. If you wish to enquire about the status of a recruitment process, please contact the Contact Officer for the position about the expected timeframes for announcing the outcome of the decision.

Special Requirements

The Council is committed to and values the strengths of the diversity of its employees, and encourages people from all backgrounds to apply for positions within the Council.

If you need a reasonable adjustment to be made during the application or selection process due to a disability, please contact the Contact Officer for the position who will organize the relevant adjustments.

Employment Screening

Employment screening may be undertaken as part of the recruitment and selection process. Screening checks may include:

- Identity checks eg Drivers Licence, Passport
- Integrity checks eg referee and employment visa checks
- External checks eg Working with children
- Police checks
- Medical and hearing checks.

If required, applicants will need to provide relevant documents to verify identity, qualifications and licences. Documents must be originals or certified copies of originals.

An applicant who is not selected due to an anomaly during the employment screening process will be advised, specifying the reason, and will be offered the opportunity to respond (natural justice) in writing to the Human Resources section.

Notification of Decision

The preferred applicant will be contacted by telephone and a verbal offer of employment will be made. A written offer including conditions of employment will then be forwarded by email.

Post Interview Feedback

An applicant who has been unsuccessful may request a copy of their written report. Requests are to be submitted in writing to hr@nirc.gov.nf

Conditions of Employment

Australian and New Zealand citizens may live and work on Norfolk Island.

Foreign Nationals must hold the relevant Australian visas to be able to work in Australia, which includes Norfolk Island in order to enter Norfolk Island and work in the Norfolk Island Regional Council positions,

How to apply for a vacant position

Selection for employment opportunities in the Norfolk Island Regional Council are based on the merit principle. In general, selection decisions for jobs are based on three elements: a written application, an interview and referee report/s.

The following guidelines aim to assist people to prepare a written application, prepare for an interview and to prepare their referees to provide a comprehensive and supportive referee report.

The Written Application

The key to being shortlisted is your written application. You need to ensure your application is clear, concise and well presented. Remember, more is not necessarily better. Use relevant examples to demonstrate your ability, skills, knowledge and experience to perform against the capabilities of the advertised position.

All advertised positions have a corresponding Position Description, setting out the objectives of the role, the key accountabilities, the capabilities/competencies and the qualifications required. The capabilities/competencies and qualifications describe the personal qualities, skills, abilities, knowledge and qualifications a person needs to perform the role effectively.

The selection panel will assess your written application against the capabilities/competencies and qualifications required of the position.

The written application is your first opportunity to demonstrate your claims against the capabilities/competencies and qualifications. Read the Position Description carefully and ensure you address all elements. Use workplace achievements to demonstrate you have certain skills or experience rather than make statements/assertions about your skills or experience. As far as possible, use recent examples. Your examples may also come from other areas of your life such as working as a volunteer.

The following **STAR** model is a useful guide to outline your competency or experience against the criterion.

- Situation:** Set the context by describing the situation in which you demonstrated the skills or qualities and gained the experience.
- Task:** Describe the task
- Actions:** What did you do and how did you do it?
- Results:** What did you achieve? What was the end result and how does it relate to the job that you have applied for?

If you find it difficult to identify strong examples for each criterion, you can still show you understand what's required and how it should be done.

The application is also used by the selection panel to assess an applicant's written and organisational skills.

Be honest and factual.

To be considered suitable as an applicant it is essential that you respond to each of the key accountabilities, the capabilities/competencies and qualification requirements detailed in the Position Description. It is your responsibility to provide evidence of what you have done and how well you did it, what you achieved and how it relates to the requirements of the advertised position. Failure to address these criteria will result in your application proceeding no further.

Your Resume / Curriculum Vitae (CV)

Your resume/CV should include a summary of your education as well as work experience detailing name of employer, positions held, dates of employment and brief details of duties performed, starting with your most recent position. Include the names and contact details of two referees who are able to comment on your work performance (one of whom should be your current or most recent supervisor).

Do not include original copies of qualifications, examples of work, or folders with your application. If you are selected for further consideration you will be asked to present/provide original or certified copies for verification by Human Resources.

The Interview

Many people are nervous about interviews. Solid preparation is the key to a successful interview.

On the basis of the Position Description, you may be asked a range of questions to demonstrate your skills and abilities. These could include behavioural-based questions and hypothetical scenario questions.

The following interview tips might be helpful.

- Know your own story—
 - your key selling points, your strengths
 - examples of achievements relevant to the Position Description; and
 - what you might have done differently with the benefit of hindsight
- Know the role and its broader context—
 - be familiar with the Position Description
 - understand the work level standards required

- understand the broader context: the Council's and the business section's priorities and how the job you are applying for fits into this picture; and
- be aware of current affairs
- Practice aloud to get comfortable with the wording of examples you might use, but don't learn responses by rote – you don't know what the questions are yet!
- You may be given a copy of the questions before interview. This may be a few minutes before the interview or in some cases a few days.
- Dress appropriately for the interview to help you feel comfortable and confident with your appearance
- Questions may be broad, open, behaviour-based questions, from which further specific questions may be asked. Not all applicants will therefore necessarily be asked exactly the same questions. See also Referee Report below
- Present clearly and confidently
- Questions need to be answered as if you were already at the level
- Follow the STAR principle – Situation, Task, Actions, Results
- Manage your time. If you have a 20 minute interview, you can't afford to spend 15 minutes on your first answer
- You may be asked if there is anything you want to add – be ready

Remember the 6 P rule—

- Proper Prior Preparation Prevents Poor Performance.

Referee Reports

Referee comments are a very important element of your application. Your referees should be people most familiar with your work, who can comment on your ability to perform against each criterion. Referees need to be able to provide work-specific examples against each accountability or capability.

You should assist referees by providing them with a copy of your application, the Position Description and any other relevant materials. It is your responsibility to advise your referee/s that they may be contacted and to prepare them to be in a position to answer well all the questions they are asked.

The Council is not required to use the referees you have nominated and can contact any referees that the panel considers can provide relevant meaningful comment about an applicant.

The purpose of contacting referees is to obtain detailed information about an applicant's capabilities and demonstrated work performance, and to explore and verify information provided by applicants in order to make an informed decision and recommendation to the Delegate.

Once applications have been assessed and a shortlist identified by the panel, the panel may choose to contact referees before deciding to interview an applicant. Be prepared to respond to questions by the panel about referee comments.

Further Information

If you need further information or clarification about the recruitment and selection process please contact Human Resources on +61 6723 22001 (Ext.2).