



Applicant Information

Recruitment & Selection

The Victoria Daly Regional Council manages recruitment for a range of Shire Council jobs. Attached is the Job Description which you have requested in response to an advertised vacancy.

Vacancies and Selections

Vacancies are open to any person that is an Australian Citizen or has the right to work in Australia and selection is based on merit.

Applications

Your application should contain:

- Responses to the screening questions
- An updated Resume

Your application should provide a brief working history outlining positions held and your major responsibilities and achievements. You should note any relevant qualifications.

Selection Criteria

You should display your competence or suitability in all the selection criteria set out in the Job Description. Stating that you can satisfy the criteria is not enough; you must provide examples of your experience and knowledge for each criterion. You must meet all essential selection criteria to be considered for the vacancy.

Referee Checks

Referees provided by applicants may be contacted during the selection process. You may need to provide names and contact numbers of referees at interview if not included in your application.

If you are a current employee of the Victoria Daly Shire Council and you have been selected for an interview and one of the panel members directly supervises you it is a requirement for you to obtain a referee report from them prior to the interview process starting.

Criminal History Checks

For all vacancies successful applicants will be required to undergo a criminal history check upon commencement. All prospective employees will be required to pay for their criminal history checks.

Working with Children's Clearance

For some vacancies successful applicants will be required to obtain a working with children's

clearance upon commencement. All prospective employees will be required to pay for their working with children clearance.

Equal Employment Opportunity

The Victoria Daly Shire Council is aiming for an inclusive and diverse workforce. All equal employment opportunity (EEO) groups are encouraged to apply.

Notification of Outcome/Post Interview Feedback

You will be advised in writing of the outcome of the selection process.

On request, the Chairperson of the selection panel will arrange for feedback on the panel's decision.

Additional Information

If you require additional information regarding the vacancy, applicants may contact the Council Service Manager, Denis Braitling on 8975 0357

If you require additional information regarding the recruitment process, applicants may contact Ashleigh Giles on 08 89720 718.

Lodging an Application

Applicants are encouraged to apply on line through our webstie:

www.victoriadaly.nt.gov.au

Or emailed to: recruitment@vicdaly.nt.gov.au

Or by posting to:
Human Resource Manager
PO BOX 19
KATHERINE NT 0851

Or hand delivered to:
Victoria Daly Shire Council, Randazzo
Building, 14 Katherine Terrace.