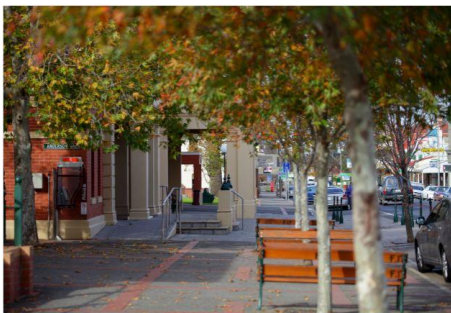




Candidate Information



Northern Grampians Shire Council
LIVE | WORK | INVEST | VISIT

CONTACT US

✉ ngshire@ngshire.vic.gov.au
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☎ (03) 5358 8700
✉ PO Box 580 Stawell VIC 3380

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📷 @northerngrampiansshire
📱 #ngshire #liveworkinvestvisit #wandervictoria

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About the Northern Grampians Shire

The Northern Grampians Shire sits in the south-east of Victoria's Wimmera Southern Mallee Region, Ballarat 110 kilometres to the east and Melbourne 220 kilometres to the south-east.

Northern Grampians major towns are Stawell in the south and St Arnaud in the north. Supporting townships include Great Western, Halls Gap, Navarre, Marnoo, Glenorchy and Stuart Mill with many proud farming localities within our boundary.



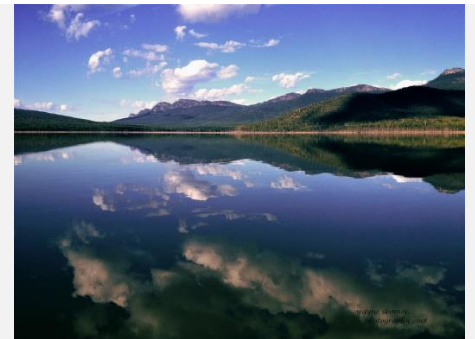
**11,420
Residents**

The Northern Grampians Shire is driven by a highly skilled and multidisciplinary workforce. It is responsible for environmentally sound and innovative growth and development, particularly in grain, livestock and viticulture.

**1,000,000
Tourists &
Visitors per
year**

Stawell is home to brick manufacturing, textile industries and meat production. It also has an operating gold mine.

The St Arnaud area is well-known for its broadacre cropping. The Grampians National Park is a popular tourist destination, attracting more than one million visitors each year.



**PREMIUM
Lifestyle**

Outstanding sporting, recreational and leisure services make for a spirited, energetic population.

Youth, community-based health education and support services are all available in the shire.

Transport, communication, utilities and services infrastructure are well developed. The shire's two first-class hospitals, medical centres, helicopter and radio ambulance services provide the very best in medical care and are complemented by extensive patient services.

**SUPPORT
Infrastructure**



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Working for Northern Grampians Shire Council

The Northern Grampians Shire Council employs more than 270 staff and delivers more than 100 services to the community. We continually strive to provide the community with the best service possible and recruit people who are passionate about providing excellent customer service and making a difference to the community.

Northern Grampians Shire Council officers a wide variety of career opportunities in the areas of health and community care, corporate and business support, information technology, finance, recreation and leisure, engineering, planning, economic development, environment, community safety and much more.

Council Values

The values of Northern Grampians Shire Council underpin everything we do and guide our everyday actions. Our focus is to be a high performing organisation providing exceptional service to the community through:



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Mayor and Councillors

The Northern Grampians Shire Council is made up of two key parts:

- The Council which is made up of the seven elected councillors
- The Administration which is made up of the staff including the CEO

Both the elected members and the organisation work together to support the community.



Councillor Kevin Irwin
Central Ward
Mayor



Councillor Karen Hyslop
Kara Kara Ward



Councillor Rob Haswell
Stawell Ward



Councillor Trevor Gready
South West Ward



Councillor Lauren Dempsey
Stawell Ward



Councillor Murray Emerson
Stawell Ward

Further Information

- [Northern Grampians Shire Council website](https://www.ngshire.vic.gov.au)
- [Council Plan 2021 – 2025](#)
- [2021-2022 Annual Report](#)

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Highlights of the Northern Grampians

The Northern Grampians Shire offers a perfect combination of natural beauty, outdoor adventure, culture, history and relaxation, making it an ideal destination for anyone looking to make the ultimate 'tree change'.

Natural Beauty

The Northern Grampians Shire is home to some of the most spectacular natural landscapes in Victoria including the Grampians National Park which offers stunning views, scenic drives and challenging hikes. You can see waterfalls, rock formations and native wildlife and birds.

Outdoor Activities

The Northern Grampians Shire is a paradise for outdoor enthusiasts, offering a wide range of activities, such as hiking, rock climbing, abseiling, mountain biking, fishing and bird watching.

Wine and Food

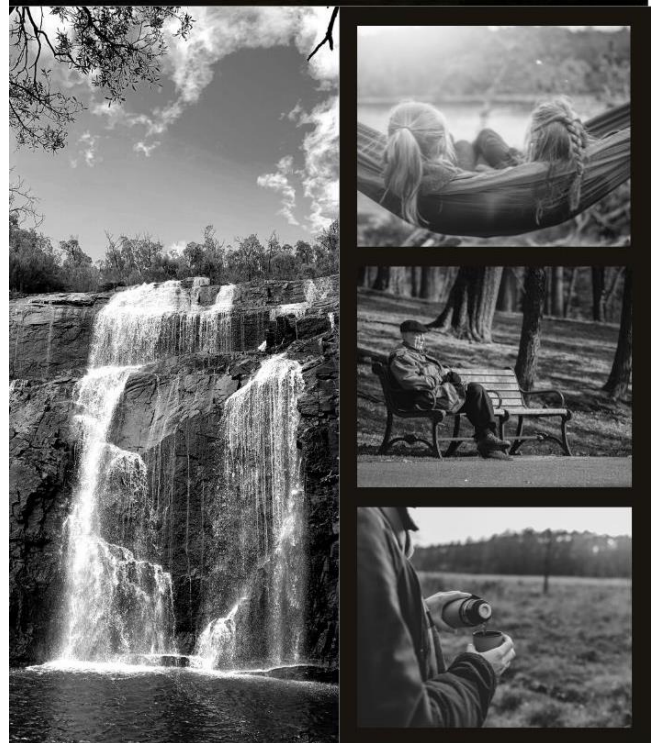
The region is home to some of Victoria's most acclaimed wineries, offering visitors the opportunity to sample award winning wines and delicious local produce including cheese, olive oil, and fresh fruits and vegetables.

Culture and History

The Northern Grampians Shire has a rich history with many sites of cultural significance including ancient rock art sites and indigenous cultural centres. You can also explore local museums, galleries and heritage buildings.

Relaxation

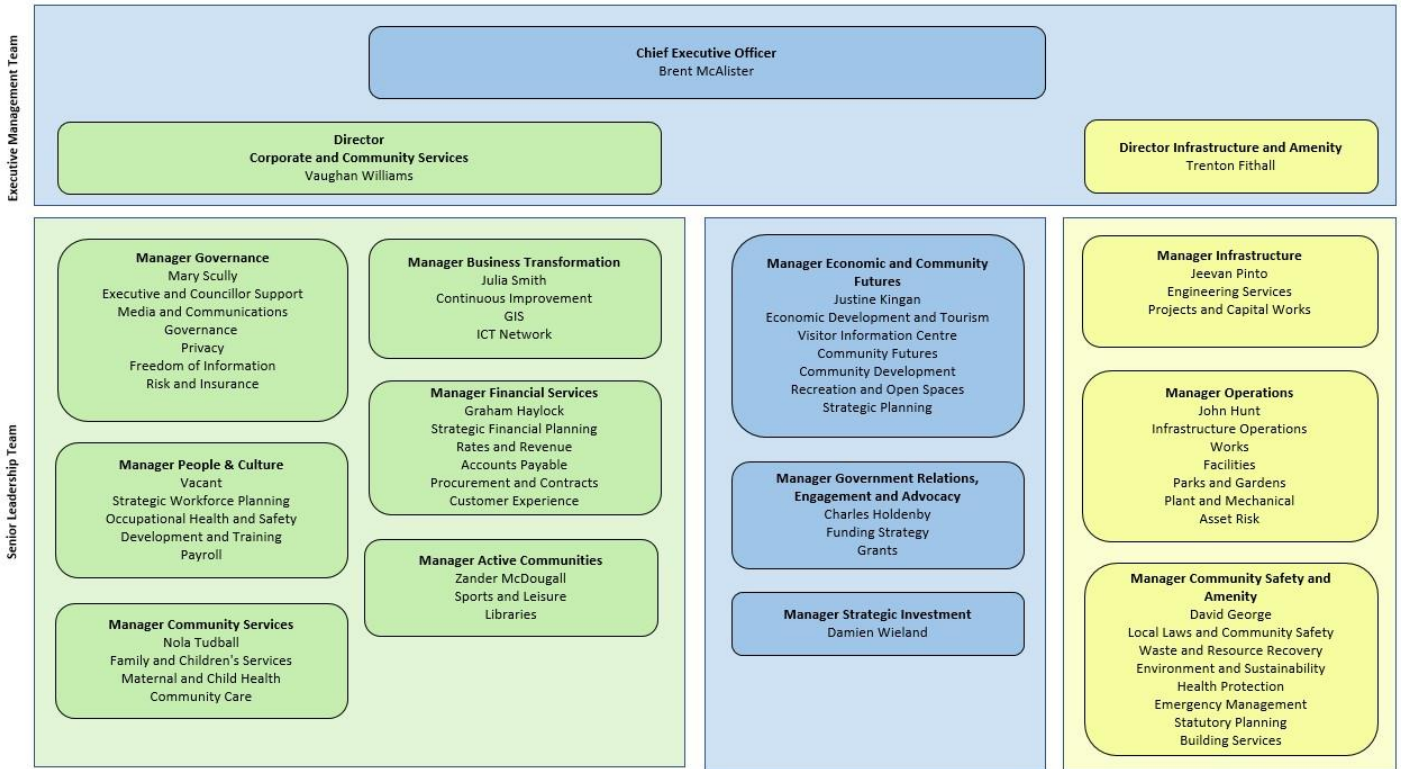
The Northern Grampians is a great place to relax and unwind, with many spas and wellness centres offering massages and other treatments. There are also many quiet parks and gardens where you can sit back, read a book and enjoy the tranquillity of nature



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Organisational Structure



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Application process information

Before you start your application, it is important to read the position description. This outlines the position's key responsibility areas and selection criteria.

How to apply

- Agree to the Privacy Statement
- Complete your personal details and answer the questions - which address the **selection criteria**. Select Next or if you wish to make changes before submitting select **Save** for later. Saving the application will automatically create a draft document in Council's recruitment system.
- Select the response which best matches where you first saw the job advertised.
- Complete the required uploads, as per the Application checklist

Application checklist

☐ Questions addressing selection criteria

The selection panel shortlist by comparing your application against the selection criteria. It is important to show clear connections between the selection criteria and your qualifications, experience, skills and knowledge.

Providing an example of a situation, the task required, the actions you took and the result of those actions gives the panel an understanding of your experience.

☐ Cover letter

A cover letter should clearly state the title of the position you are applying for, be well organised and professional. A cover letter should be individually tailored to the position for which you are applying.

☐ Resume/Curriculum Vitae

Include full name, address, email address, contact telephone numbers, qualifications, employment history and other relevant experience or skills.

☐ Referees

Include the names, position titles and contact details of two professional referees with your application, preferably including your current line manager. (We won't contact anyone unless you are a preferred candidate after the interview.)

Application process stages

	Applicant	Northern Grampians
Stage 1	Review position description and selection criteria. If you have any questions relating to the position, contact the nominated person in the job.	
Stage 2	Prepare your written responses to the selection criteria (questions section), resume and covering letter.	
Stage 3	Submit your application as per the How to Apply instructions above.	A confirmation email is sent to your nominated address to acknowledge receipt. If this does not arrive, please contact People and Culture to confirm your email address.
Stage 4	Your application will be considered by a selection panel for short listing.	Usually completed within two weeks of the closing date. Candidates not shortlisted receive an email advising they are unsuccessful.
Stage 5	If shortlisted a member of the People and Culture team will call and confirm arrangements for an interview and/or selection activities.	An email confirming your interview time, place/meeting link and details of any selection activities is sent.
Stage 6	Attend interview and other pre-employment requirements (if applicable).	A member of the selection panel calls to advise the interview outcome usually within two weeks of the interview date.
Stage 7	If you are the preferred candidate, you will be contacted and required to complete pre-employment checks before being offered the role.	Pre-employment action list sent to preferred candidate, followed by letter of offer.

Frequently asked questions

Will I receive a response to my application?

An email acknowledging receipt of your application is sent automatically when an application is lodged. If no email arrives, please contact People and Culture to confirm your email address was entered correctly.

Can I apply for more than one job?

Yes. You can apply for multiple jobs; however, you will need to submit a separate application for each job, addressing the selection criteria.

Can I check the progress of my application?

Yes. You can check your progress by contacting People and Culture on 03 5358 8700.

Are my personal details safe?

Yes. The Northern Grampians Shire Council treats personal information as confidential. The Council complies with the *Privacy and Data Protection Act 2014* to protect your rights and prevent misuse of personal information collected. Personal information will not be disclosed unless the law permits it or permission is given.

General information

Eligibility to apply

All applicants are required to have the right to live and work in Australia and provide evidence if your application progresses to the interview stage. Northern Grampians Shire Council does not provide immigration sponsorship of candidates.

Pre-employment medical/security checks

Any offer of employment will be subject to a satisfactory police criminal check, and health assessment and medical examination (depending on the type of work) paid for by us.

All Northern Grampians Shire Council employees are also required to possess and maintain a current Victorian Working with Children Check, which is at a cost to the employee.

All employees must have at least two doses of Covid-19 vaccination, with those in the aged care and early years settings providing proof of the required number of doses for the industry.

Equity matters

All appointments and promotions will be by merit. The Northern Grampians Shire Council is committed to Equal Employment Opportunity (EEO) strategies that aim to ensure fair outcomes in all areas of employment.

Methods of selection

All recruitment and selection processes maintain the principles of competition on merit and ensure applications are assessed on fair, reasonable and consistent standards based on the selection criteria. Initial short listing will be based on review of cover letter, resume and responses to the selection criteria.

Interviews of shortlisted applicants will be conducted for all advertised positions. The interview provides an opportunity to explain and expand on the information provided in your application as well as give you an opportunity to ask questions.

Further information

For further information please contact the People and Culture team on 03 5358 8700.

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Privacy

Northern Grampians Shire Council operates under the National Privacy Principles set out in the Privacy and data Protection Act 2014.

Further information regarding the Act and how Council will use and store your personal information can be found in the Privacy section of our website at www.ngshire.vic.gov.au

Personal information requested on the application form for this position will only be used by Council to carry out its functions and activities and will not be disclosed without your consent except where authorised by law. If you do not provide all or part of the personal information required we may not be able to process your request in an effective and efficient manner. You have the right to seek access and correction of your personal information.

Child Safe Statement of Commitment

The organisation is committed to the safety and well-being of children and, as such, is committed to creating and maintaining a child safe organisation.

We have zero tolerance of child abuse and are committed to actively contributing to a child safe shire where children are protected from abuse.

Our commitment to the safety of children is based on our duty of care and responsibilities to children and always acting in the best interests of children.

Our commitment will be enacted through the implementation and monitoring of the Child Safe Standards, as specified under the *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*.

Our commitment to children

We are committed to ensuring children feel safe, empowered and are taken seriously if they raise concerns in relation to their safety and well-being.

We value and support diversity, inclusion and equality. In acknowledgment of the particular vulnerabilities of these groups of children, and in accordance with the Child Safe Standards, we particularly support:

- the cultural safety of Indigenous Australian children and children from culturally and linguistically diverse backgrounds
- the participation and empowerment of children with a disability, Indigenous Australian children, children from culturally and linguistically diverse backgrounds and children who identify with the LGBTIQ community.

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