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**2020**

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**About the City of Port Phillip**

Thank you for your interest in applying for a position with the City of Port Phillip. We are committed to recruiting and retaining the best people for the job.

The following information is provided to help you better understand the recruitment and selection process and to assist you with the preparation of your application.



The City of Port Phillip

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#### The City of Port Phillip is located on the northern shores of Port Phillip, south of Melbourne's central business district. It has an area of 20.62 km² and a foreshore that stretches 11.6 kilometres from Port Melbourne to Elwood.

One of the oldest areas of European settlement in Melbourne, Port Phillip is known and treasured by many for its urban village feel, parks and gardens, seaside location and artistic expression.   
  
The heritage buildings, distinct shopping precincts, renowned festivals and tree-lined streetscapes continue to shape the cities defined neighbourhoods.   
  
The major village precincts of Bay Street (Port Melbourne), Clarendon Street (South Melbourne), Fitzroy and Acland streets (St Kilda) and Carlisle Street (Balaclava) provide a variety of retail, leisure and entertainment experiences, each with their own character and cultural expression. There are also a number of significant employment areas within Port Phillip, including the St Kilda Road office district and industrial, warehousing and manufacturing districts in South Melbourne and Port Melbourne.

**Employment Conditions**

The City of Port Phillip has long been considered an employer of choice for good reason. Here are some of the benefits CoPP employees enjoy:

* A strong emphasis on work/life balance
* Extensive professional development and learning opportunities
* Education assistance of up to $4000 per annum and 4 hours study leave per week for approved studies
* Flexible working arrangements
* 16 weeks fully paid parental leave
* A vibrant and active Social Club offering a large array of activities for employees and their families
* 24 hour/7 day access to the Employee Assistance Program which is free and confidential
* 'Give As You Earn' - Employees can conveniently donate to their favourite charity via automatic payroll deduction
* Incentives for sustainable transport use
* Work with a friendly, dynamic and diverse bunch of people

**The Recruitment and Selection Process**

The City of Port Phillip adheres to the principle of equal employment opportunity and merit based employment decisions. This means we only assess the skills, knowledge, abilities, work performance and personal qualities that are relevant to the position you have applied for.

**The selection panel**

The Panel Chair - (direct supervisor of the vacant position) oversees the selection panel and determines interview structure, process and order.

The panel members demonstrate mature selection/behavioural skills and capability, are trained in EEO procedures, and understand CoPP’s best practices, values and policies. The panel consists of a person(s) who has a good knowledge of the position and are compliant with the Recruitment and Selection Policy.

**The Application Process**

**Before you commence your application**

You are encouraged to find out as much as possible about the City of Port Phillip and the position in order to best prepare for the selection process. Our website contains a significant amount of useful information. Your application needs to address all Key Selection Criteria (KSC) located on the last page of the position description to be considered for the position.

Late applications will not normally be considered. Requests for extensions should be made through the nominated contact person before the closing date. Please refer to the user guides available on our website. These guides include detailed instructions on navigating our Job Vacancies portal, managing your account and your application.

**Addressing the Key Selection Criteria**

Selection criteria standardises the selection process and allow for candidates to be assessed on merit. The most important aspect of addressing key selection criteria is to provide actual examples of your experience.

Tips:

* Please provide clear and concise examples
* Check spelling and punctuation (your application is an example of your ability to communicate). There is no spell check function in the online application form.

**Submitting your application**

When submitting your application ensure you have:

1. A resume containing your contact details, employment and education history

2. A cover letter summarising your interest in the position and response to the KSC located on the last page of the position description. The cover letter must not exceed 2 pages. Word (.doc or .docx) or PDF file formats are preferred and must not exceed 5mb in size.

On successful submission you will receive a confirmation by email within 24 hours. Please check your junk mail folder as sometimes the email goes there rather than your inbox. If you do not receive the email after 24 hours please email your full name and the position you are applying for to [helppc@portphillip.vic.gov.au](mailto:helppc@portphillip.vic.gov.au) so that we can check to see if your application has been received.

**The Selection Process**

The selection process incorporates a range of methods to most accurately determine the best people for the position and is comprised of the following stages:

*Stage 1 – Shortlisting Applications*

The recruiting panel is responsible for shortlisting candidates using the key selection criteria as a guide. If you have not addressed the Key Selection Criteria at this stage you will be notified by email on the outcome of your application

*Stage 2 – First Stage Screening*

If the position receives a lot of applications, the recruitment panel may undertake telephone screening as a method to shortlist applicants. The purpose of a telephone screening interview is to ascertain your understanding of the position you have applied for and to ensure that this position matches your skill set.

If you are shortlisted to attend an interview a member of the selection panel will contact you by phone regarding the arrangements. Candidates who do not progress to this stage will be notified of the outcome of their application by email, this includes candidates who undertake initial screening.

*Stage 3 – Interview*

***Preparation is the key to success***

The interview allows you to expand on information provided in your application and to enable the panel to explore further information.

Interviewees should download Candidate Information Packs from the [Working at the City of Port Phillip](http://www.portphillip.vic.gov.au/working-city-of-port-phillip.htm) page on our website. These provide useful information on how best to prepare for interviews, what to expect, and travel information.

Interviews are normally 45 – 60 minutes in duration.

The interview consists of a structured set of questions with time at the end for the applicant to ask questions of the panel.

*Stage 4 - Preparation for the Interview*

To be prepared please bring the following documents to the interview:

* Proof of relevant qualifications
* Any examples of documents which may support your application

Applicants who are interviewed but are not successful in progressing to the next stage will be telephoned by a member of the recruitment panel and will be given the opportunity to request feedback on their performance.

*Stage 5 – Pre-employment assessments*

* *Referees*

The City of Port Phillip requires a minimum of two referees. Referees should be recent and previous managers/supervisors.

Following the interview process, the selection panel will contact your nominated referees. Referees will only be contacted after your permission has been sought.

Privacy laws ensure that information provided as part of your application will not be used or disclosed other than to assess your suitability for a position at the City of Port Phillip. By providing the names of referees you are agreeing for the City of Port Phillip to discuss your personal details with them. You should make your referees aware that the City of Port Phillip will be contacting them. It is in your interests to discuss your application with prospective referees and ensure that they have a clear understanding of the position you are applying for so that they can make an informed contribution to the selection process.

* *Police Check and Working with Children Check*

The City of Port Phillip is committed to ensuring quality decision making and sound recruitment and employment practice, including the use of police checks for identified jobs that pose specified risks.

Police Checks may also be required instead of, or in addition to Working with Children Checks, depending on the nature of the role. (The Working with Children Act 2005 prescribes the circumstances and jobs for which Working with Children Checks are mandatory, however no such broad legislation regulates jobs for which police checks are required). Police checks will be paid for by the City of Port Phillip.

* *Working with Children Check*

The Working with Children (WWC) Check is a government initiative that promotes child safety. The check aims to place a barrier between children and those who should not be working with children because of their criminal history or findings from a professional registration body. The WWC Check will not preclude the need for Police Record Checks to be undertaken for certain positions within Council as outlined in the Police Checks Policy. If the position you are applying for requires a mandatory Working with Children Check Offers of employment cannot be made without evidence of a valid Working with Children card.

* *Pre- Employment Medical Examination*

Positions that are determined as physically demanding usually require a pre-employment medical examination. As a part of the overall recruitment process, pre-employment medical examinations are designed to provide information concerning the suitability of a prospective employee to perform the duties and responsibilities for the position applied. The examination also advises of any modifications that need to be made to improve the fit of the prospective employee to the position. The assessment comprises of a functional competent and a medical component and is undertaken by a qualified professional at our preferred provider, Bridge Street Clinic. The assessment is paid for by the City of Port Phillip.

* *Psychometric Assessments*

Applicants for some positions may need to be tested for skills relevant to the selection criteria e.g. Psychometric Testing for Senior Positions. These are assessments sent to you to complete online by our preferred provider. Further information will be provided to you by the selection panel at interview.

* *Notification at this stage*

Candidates who are not successful at this stage of the process will be telephoned by the chair of the selection committee regarding the outcome.

**Selection and appointment**

*Offer of Employment*

A formal letter of offer of employment will be made to the successful candidate, in writing after all referee checks and assessments if required have been satisfactorily completed.