

Candidate Information Guide

About the City of South Perth

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Thank you for considering future employment with the City of South Perth.

We are pleased to provide prospective candidates an insight into our City and our recruitment process.

The City of South Perth (the City) is a unique and popular local government located across the Swan River from the capital city of Western Australia, Perth. Our strength is our strategic location with well-established connections, a variety of transport modes and immediate access to important social, commercial and leisure infrastructure.

The City is widely recognised and regarded for its aesthetic appeal, care of the environment, extensive parks and gardens, and leafy environment, all of which complement the unique and vibrant urban village atmosphere cherished by its community.

With a distance of approximately 4km from Perth CBD, the City offers a highly urbanised environment, dominated by residential land uses and a number of village precincts. Providing a range of dwelling types often found in a conventional garden city suburb, and a mix of medium to high density housing types, the City supports a population of approximately 46,000 residents from a diverse mix of age groups and cultural backgrounds as well as a range of small to medium-sized businesses and commercial activity.

Our natural environment is bounded by the Swan River to the north and west and the Canning River to the south. The City has substantial river foreshore drawing local, national and international visitors to enjoy all that it has to offer.

Major attractions of the City include the Swan River, Sir James Mitchell Park, Perth Zoo, Royal Perth Golf Club, Collier Park Golf Course, as well as the Mends Street Precinct, Angelo Street Precinct, Preston Street Precinct and Waterford Shopping Complex.

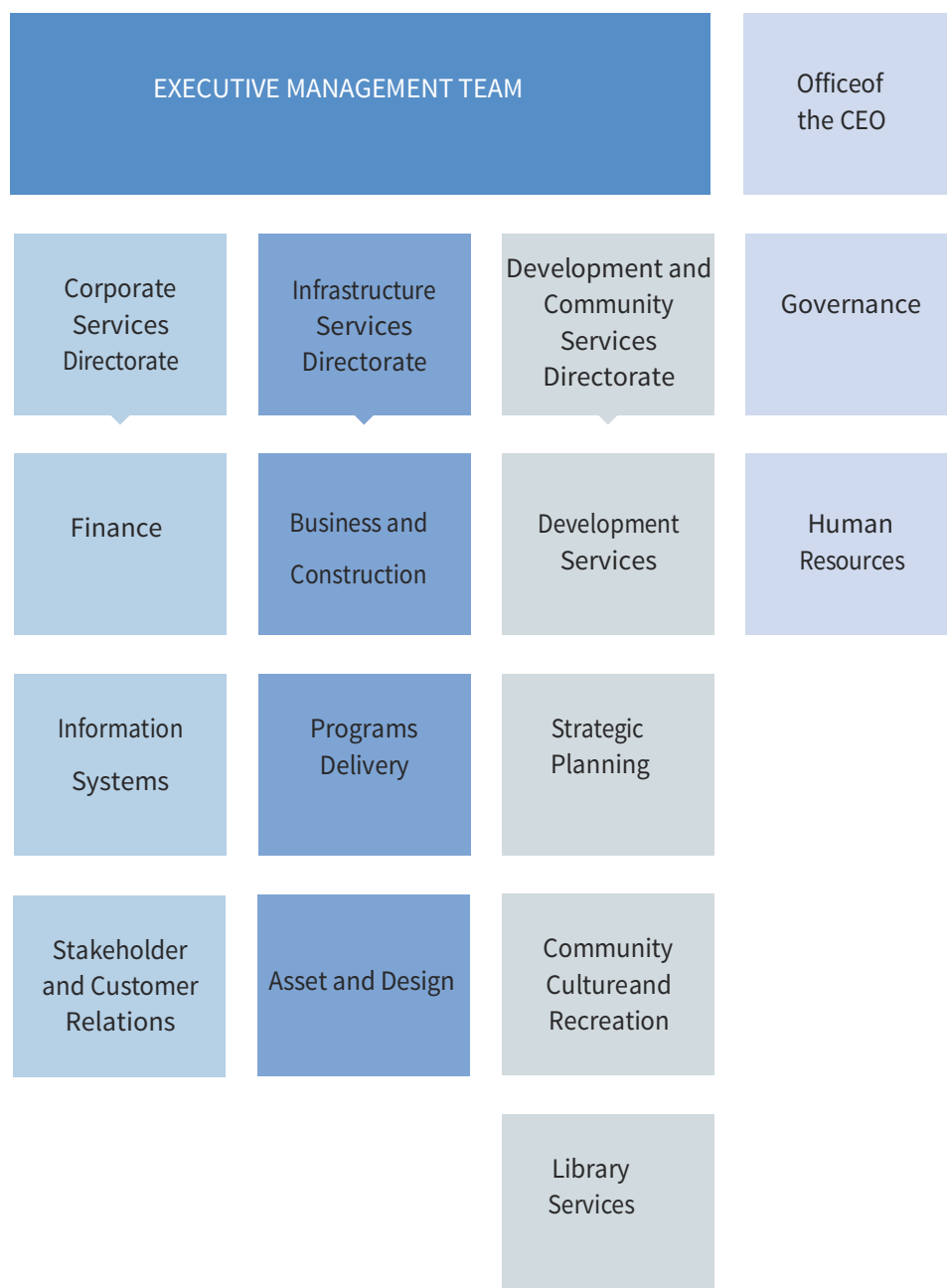
Civic Centre Cnr Sandgate St & South Tce, South Perth WA 6151

Phone 9474 0777 **Email** enquiries@southperth.wa.gov.au

www.southperth.wa.gov.au



Organisational Structure



The unique attraction of working at the City

The City manages a policy framework that will sustainably and strategically meet the needs and aspirations of our local community focusing on the environment, housing, transport, community and place.

The City is currently experiencing an exciting period of growth that comes with attracting business and investment to desirable inner city suburbs, as well as building liveable communities that remain sustainable.

Recent and upcoming projects within the City include:

- Connect South
- Recreation and Aquatics Facility (RAF)
- Local Planning Strategy
- South Perth Activity Centre Plan
- Canning Bridge Activity Centre Plan Review

The City also coordinates a range of community events including:

- Australia Day Skyworks (with City of Perth)
- South Perth Fiesta
- Naidoc Week
- RSPCA Million Paws Walk
- Library School Holiday Programs

The City of South Perth Vision and Values

Our Vision

We belong to an engaged and cohesive community that is linked by vibrant local centers and shared spaces. We live and travel in ways that nurture the environment and our housing and amenities meet the diverse needs of a changing society.

Our Values

Our core values are embedded and at the core of everything we do.

- **Respectful**
- **Supportive**
- **Unified**
- **Accountable**

What are some of the employee benefits I may access working at the City?

Some of the benefits you will enjoy as an employee of the City include:

- Five weeks annual leave
- Annual leave loading
- Long service leave
- Personal leave
- Paid maternity / paternity / adoption leave
- Purchased additional annual leave
- Employee Reward and Recognition
- Commute bicycles
- Close to public transport
- Employee Assistance Program
- Flexible working arrangements
- Free parking
- Health and wellbeing including annual health checks, flu vaccinations and skin screening plus more
- Lunch room facilities
- Salary packaging
- Shower facilities
- Staff car park (depending on employee level)
- Social activities and sundowners
- Superannuation (9.5% compulsory, plus additional matching contributions up to 6%)
- Learning and development opportunities
- Work / life balance commitment

Let's start the application process

Your application

You are strongly encouraged to apply online as this is the City's preferred method of receiving applications for the following reasons:

- You are able to have instant confirmation that your application has been lodged.
- It is easier for us to contact you.
- It supports an environmentally friendly approach by reducing paper usage.
- Storing and using information electronically is more efficient.
- Tracking large volumes of applications is streamlined.

Please note that a job application form must be included if a paper application or email application is submitted.

**If for any reason you are unable to complete the online application, you can download a [Job Application Form](#).*

The City accepts applications for advertised positions only.

Closing date and time

Applications close 4pm on the advertised closing date.

Salary

The salary range of the position will usually be stated in the advertisement. If the salary range is not available, you will be advised of this if you are invited to interview.

Let us share some tips on how to prepare your application

What you should include

Ensure that your application includes the following documents:

1. Cover Letter

- Read the advertisement and position description to understand what the City expects from candidates and details of what the job entails.
- Your cover letter is clear and concise.
- Outline how your experience and skills meet the requirements of the role.
If requested, address the selection criteria by providing a summary outlining your relevant experience and achievements, relatable to all of the selection criteria outlined in the position description (which is available for download via the City's Career Page – Current Opportunities).

You may consider using the STAR model when structuring your answers to the selection criteria:

Situation – provide a brief outline of the situation or setting

Task – outline what you did

Action – outline your approach

Result – describe the outcomes

2. Resume/CV detailing:

- Personal information
- Employment history
- Education qualifications
- Training
- Relevant memberships
- Referees (at least two recent referees who are able to comment on your work performance)

Shortlisting and assessment of candidates will be actioned against the skills, knowledge and abilities required to undertake the role, it is up to you to ensure that you have provided sufficient information to demonstrate to the panel that you meet these areas.

3. Make sure you are eligible to apply for the role

The City can only employ candidates who have legal rights to work in Australia. This includes:

- Australian and/or New Zealand Citizens
- Permanent residents
- Temporary residents with permission to work
- International students with permission to work

4. Double check your application

Proof read your application before applying. Make sure you have supplied all required documents and that you have followed any instructions stated in the advertisement.

5. Submit your application before the application closing date and time

You are encouraged to start your application early to ensure that your full application is submitted on the date and by the time indicated on the advertisement.

If you experience any difficulty with the online application, please contact the City's Human Resources Team on (08) 9474 0777 or the BigRedSky Helpdesk on 1300 733 056.

Application checklist

- ✓ Cover letter attached
- ✓ Current Resume (CV) attached
- ✓ Copy of qualifications (if required)
- ✓ Copy of driver's licence
- ✓ Copy of current working visa (where necessary)
- ✓ Copy of National Police Clearance (if required)
- ✓ Copy of Working with Children Check (if required)
- ✓ Recheck the online application to ensure all required information is completed
- ✓ Don't leave it to the last minute! - Make sure the submission is before the due closing date and time

The recruitment and selection process

The City is committed in ensuring that our recruitment and selection process is fair and equitable at all times. All applications received are confirmed with an acknowledgement email.

Application review and shortlisting

Upon submitting your application, the panel will shortlist candidates who demonstrate they meet the requirements of the role for interview. Shortlisted candidates will be contacted directly to organise a convenient time for an interview.

Please note that our selection process may take some time after the closing date. If you need to check the progress of your application, please contact Human Resources, however please note that unsuccessful candidates will only be notified upon finalisation of the process.

If you are shortlisted for an interview, we may request to see the original documents or certified true copies of the originals. If you do not have these documents at the interview and are offered the position, any formal offer will be pending validation of documentation.

Interviews

All interviews will be conducted at the City's premises. Shortlisted candidates will need to show original proof of their legal rights to work in Australia. Candidates will also be asked to bring the following documents to the interview:

- Birth certificate
- Australian passport or citizenship certificate
- Passport if you hold an Australian visa
- National Police Clearance (where applicable)
- Proof of age
- Evidence of legal entitlement to work in Australia
- Original or certified copies of all relevant qualifications
- Working with Children check if employed in child-related work

The interview will be conducted by the panel of two or three (or more) members depending on the vacancy. The panel will provide a brief description of the organisation, the role and position advertised and they will take notes and assess your answers to the questions.

You will be advised at the interview what the next steps of the process will be. During the process, reference checks will be conducted and a pre-employment medical may also be required.

How to prepare for interview

For shortlisted candidates, this is the opportunity for us to learn more about you and for you to get to know the City!

Pre-interview

- Research the City online by going to our webpage <https://southperth.wa.gov.au/>
- Know of a friend or someone who may be working in the City or have worked at the City? Have a chat with them!
- Prepare for the day of the interview - make notes about yourself, your experience, special skills or knowledge and how you may contribute to the City for the advertised position.
- Prepare a list of questions you may have for the selection panel about the role or the City.

Day of interview

- Depending on where you live or work, ensure that you allow yourself sufficient time to arrive to your interview prior to the scheduled appointment, taking into account traffic management on the day.
- If you are going to be late please give us a courteous call.
- Ensure you have all relevant documents with you.

Post interview requirements

Pre-employment Medical Assessment

A pre-employment medical assessment is required for all preferred candidates. This assessment is at the City's expense and is carried out by an independent medical practitioner. The assessment will include a drug and alcohol screening, hearing test and other relevant medical checks deemed necessary for the advertised position.

Working with Children Check

Candidates may be required to undertake a Working with Children Check depending on the role advertised. These roles include child-related employment (this information will be provided in the advertisement and position description). Costs of the check will be borne by the candidate.

Reference Checks

The City will contact your two nominated referees at a suitable time. We do require at least one of your referees to have directly supervised you in your previous employment for at least 12 months. We will ask your referees questions relating to your past skills and experience, your employment history and suitability for the position you have applied for.

Privacy

All information provided in applications, including personal details, is protected by the *Privacy Act 1988* (as amended from time to time). Information provided will be used for recruitment purposes only. All applications will be retained at the end of the recruitment process by Human Resources.

Equal Employment Opportunity

The City recognises its legal obligations under the *Equal Opportunity Act 1984* and is a strong advocate and promotes equal opportunity in employment to all candidates irrespective of sex, sexual orientation, gender history, family responsibility or family status, marital status, race, religious or political conviction, age, impairment and pregnancy.

Diversity

The City believes in providing an inclusive workplace culture where all employees are valued and recognised for their unique qualities, ideas and perspectives, helping us to deliver better outcomes for the diverse community we serve.

Further Information

The City employs candidates in a range of different occupations to meet the service needs of our customers. For further information and current job opportunities with the City, please click on the link below:

<https://southperth.wa.gov.au/about-us/careers/current-opportunities>

We look forward to hearing from you soon!