

job application package

An information guide about
working in the Town of Bassendean



About the Town

The Town of Bassendean is a Western Australian Local Government Authority strategically located in Perth's Eastern Region. Located on the Swan River, only 10 kilometres from the centre of Perth, the Town serves a population of about 14,000 people.

Our fundamental purpose—what we do in partnership with and on behalf of the whole of the Town of Bassendean community—is to strengthen our community, foster economic prosperity and protect and enhance the environment.

Population

14,000

Area

11 square kilometres

Total Rates Levied

\$7,094,833 (2007/08)

Total Number of Employees

Approx. 110 FTE



Organisational structure

The Town of Bassendean consists of nine Councillors and is managed by the Chief Executive Officer, Mr Bob Jarvis. There are three corporate Directorates, each with their own business units consisting of the following:

Governance and Sustainable Development

- Council and CEO Support
- Town Planning Services
- Building Services
- Economic Development

Community Development

- Library Services
- Leisure Services
- Children's Services
- Seniors and Disability Services
- Volunteer and Community Transport
- Youth Services

Operational Services

- Asset Services
- Health and Ranger Services

Corporate Services

- Customer Service
- Finance
- Information Management
- Human Resources
- Administrative Support to other directorates



Health and wellbeing

- Excellent Health and Wellness Program
- Free Employee Assistance Program
- Flu Vaccinations
- Skin Cancer Checks
- Health Checks
- Able to participate in the Town's Leisure Courses
- Free tea and coffee facilities

A flexible, friendly environment

- Flexible working arrangements
- Carers/personal leave
- Job-share/part-time work opportunities
- Two additional public holidays each year
- Office shut down over Christmas period
- Roster Days Off
- Purchase leave scheme*
- Pleasant work environment
- Access to Child Care*
- Free Library membership
- Free car parking
- Close to public transport

*Subject to approval and/or availability.

Professional opportunities

- Ongoing training and development
- Study assistance program*
- Recognition of employee achievements
- Professional development opportunities
- Some career advancement opportunities

Applicant information

Thank you for your interest in the position advertised by the Town of Bassendean. Please read the following information to assist with your application.

Selection on the basis of merit

The Town of Bassendean is an equal opportunity employer. All applications for a position will be assessed against the same criteria, included in the position description.

Applications will not be assessed until after the closing date and will usually be assessed by a selection panel of two or three staff members (consultant if required). Selections will be based on which applicant demonstrates the highest merit for the position and on their past experience and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

Confidential Employment Application Form

Please complete the Confidential Application Form and attach to the front of your application (if applicable).

Covering Letter

Please attach a covering letter introducing yourself. Briefly outline your experience relevant to the position and outline your interest in the position (why do you want the position) and how your employment will benefit the Town of Bassendean.

Resume

In your resume, please provide a list of your employment history from recent to least recent, including the main duties undertaken and a list of your academic and/or professional training.

Referees

You should include the names and contact details of two recent work referees and include your approval for the Town to contact your nominated referees.

Statement Addressing the Selection Criteria

The advertisement may state that you are required to address selection criteria. If so, it is strongly recommended that you use Selection Criteria as a heading and briefly outline relevant claims and experience separately against each criterion. A small initial paragraph followed by dot points is the preferred format.

Applications should be submitted with one stapled copy of the entire application and should not be submitted in plastic sleeves, binders or files.

Please do not submit originals or important documents such as qualifications and references. Submit photocopies only. You only need to provide us with one copy of your complete application.

Applicant information

Address for applications

Applications should be marked: **CONFIDENTIAL, TITLE OF THE POSITION APPLIED FOR** and addressed to:

Mail: Mr Bob Jarvis, Chief Executive Officer
Town of Bassendean PO Box 87 BASSENDEAN WA 6934

Hand Delivered: Town of Bassendean 35 Old Perth Road BASSENDEAN WA 6054

Email: mail@bassendean.wa.gov.au

Fax: (08) 9279 4257

Late applications

Ensure your application is received within the closing date and time as applications received after this time will not be considered. However should there be no suitable applicants, late applications may be considered.

Post-application process

- Receipt of your application will be confirmed in writing.
- Short listed applicants will be contacted by telephone for an interview.
- If you have not been contacted to attend an interview within four (4) weeks of the closing date you should consider your application has been unsuccessful.

Medical examinations

Prospective employees are required to undergo a pre-employment medical examination, at Council's expense.

Police Clearance Certificate or Working with Children Check

Should you be the preferred candidate for the position, you will be required to provide the Town with a National Police Clearance Certificate or a Working with Children Check, at Council's expense.

Further information

Should you require further information about employment at the Town, please contact Human Resources on (08) 9377 8000 or email humanresources@bassendean.wa.gov.au