

## **Employment**

### **Exciting Career Opportunities with the Buller District Council**

The following information is provided so that you, as an applicant, are aware of the expectations of the selection panel in terms of the format and content of your application.

#### **Standards on recruitment, selection and appointment**

Recruitment and selection are an integral part of selecting and developing a high performing team of employees at the Buller District Council.

The Council is committed to continually improving its recruitment and selection processes to ensure that quality decisions are made which help the Council meet its objectives.

The main principles governing our recruitment processes are:

- Recruitment decisions are made on the basis of equity, merit and procedural fairness.
- The selection and rejection of candidates will be on the basis of their merit against the requirements for the position.
- Recruitment and selection processes are transparent and free of patronage, nepotism, favouritism or unjustified discrimination.
- Information on job requirements and the basis on which the selection is made is promoted to potential applicants and is accessible. This will clearly define the necessary abilities and skills required in the position.
- Every endeavour is made to make selection decisions objectively.
- Decisions and assessments of applicants are documented. Those involved in the selection process will declare any conflict of interest in the selection process.
- Appropriate confidentiality is maintained.
- Canvassing a councillor will disqualify an application.

#### **Who can the Council employ?**

The Council, like all other employers, can only employ people who can legally work in New Zealand:

- Australian Citizens
- New Zealand Citizens
- Permanent residents
- Temporary residents (with permission to work)
- Overseas students (with permission to work)

If you are offered a position with the Council, you may have to show an original of one of the following documents:

- NZ Citizen - birth certificate, passport, New Zealand Citizenship certificate, evidentiary or declaratory certificate of NZ Citizenship.
- New Zealand Citizen - passport.

- Foreign Nationals (including Commonwealth Citizens eg British, Canadians) - Visa and/or entry permit in the passport or a certificate of evidence of Resident Status, issued by the Department of Immigration.

## **Overseas Qualifications**

It is your responsibility to have any overseas qualifications assessed by the relevant authority.

## **Applying for the Position**

In the first instance the application pack should be uplifted from [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz) or from Council's HR Officer. The pack contains 'General Conditions of Employment', Application for Employment form and Job Description. The Application for Employment form must be completed in full. Application for Employment forms will not be returned, however all curriculum vitae will be.

Your selection for interview will depend on you demonstrating that you meet the position requirements specified in the advertisement.

Vacant positions with the Buller District Council are advertised for a specific period and close at 5.00 pm on the closing date in the advertisement. Consideration will be given to accepting late applications.

Applications should be submitted to the HR Officer, Buller District Council, PO Box 21, Westport or via email to [linda@bdc.govt.nz](mailto:linda@bdc.govt.nz) . All enquiries to Linda Pablecheque 037889642.

All applications will be acknowledged in writing within one week after the closing date.

## **After the Interview**

Once the panel has conducted their debrief and have identified the preferred candidates, a panel member will contact the referees and conduct a reference check. For some positions, candidates may be requested to attend a second interview to clarify specific points.

Applicants for particular positions may be invited to undertake other selection tests such as medical, driving, typing, aptitude and psychological testing to ensure that candidates are suited to the position.

Should you be successful in obtaining the vacant position, a member of the selection panel will contact you by telephone to verbally offer you the position. The Council will then forward a written offer and employment agreement.

Unsuccessful applicants will be notified directly.

The Council does not provide feedback on non-shortlisted applications.