



## WELCOME TO THE CITY OF VINCENT

Vincent is a vibrant and progressive inner city local government, located just three kilometres from our State's capital city, Perth.

Encompassing the cosmopolitan inner city suburbs of Leederville, Highgate, North Perth, Mount Hawthorn and parts of Perth, East Perth, West Perth, Mount Lawley and Coolbinia, the City caters for a range of residents and visitors with its facilities and events.

The main Administration and Civic Centre is only a short walk from the 'urban village' of Leederville and its Oxford Street café strip. We're also close to Beatty Park Leisure Centre, the Vincent Library and the Loftus Community Centre.

From tranquil parks to bustling shopping/café precincts, cutting-edge building design to celebrated heritage places, sporting pursuits to artistic endeavours, the City offers something for everyone.

## WHY MAKE VINCENT YOUR EMPLOYER OF CHOICE?

The City offers a wide range of benefits to its employees:

- » Training and Professional Development opportunities
- » Study Leave & Financial Assistance
- » Flexible working hours/Flexi day per month
- » Generous Superannuation (City contributions up to 15%)
- » Salary sacrificing available
- » Trained Safety Representatives and First Aiders
- » Free Employee Assistance Program (free counselling whether it is work related or personal – available to immediate family members also )
- » Modern premises close to public transport, parks, public open spaces, sporting facilities, library and Oxford Street Cafés
- » Smoke Free Workplace
- » Promotion of Health & Wellbeing including:
  - Subsidised membership to Beatty Park Leisure Centre which includes pool, gym, spa, sauna, circuit/group fitness/aquarobics classes and other discounts
  - Free annual flu vaccinations
  - Annual health checks
  - Annual skin screening
  - Wellness topics
- » Free car parking
- » Active Social Club
- » Casual Dress Fridays



## OUR VISION

The vision statement is *what we are striving to become*, what we will look like in the future. Based on accomplishing key strategic challenges and the outcomes of Vincent Vision 2024, the City's vision is:

***“A sustainable and caring community built with vibrancy and diversity.”***

## OUR PURPOSE

The purpose defines the *business we are in*. It describes our reason for being, and the services and products we provide. Our purpose is:

***“To provide and facilitate services for a safe, healthy and sustainable community.”***

## VINCENT'S ORGANISATIONAL VALUES

All employees are expected to work within City of Vincent values and display the following behaviours:

**Honesty & Integrity:** We are honest, fair, consistent, accountable, open and transparent in our dealings with each other and are committed to building trust and mutual respect.

**Excellence & Service:** We aim to pursue and deliver the highest possible standard of service and professionalism to the Vincent community.

**Teamwork & Commitment:** Effective teamwork is vital to our organisation and we encourage co-operation, teamwork and commitment within and between our employees and our business partners and community.

**Caring & Empathy:** We are committed to, the well-being and needs of our employees and community and value each other's views and contributions.

**Innovation & Diversity:** We encourage creativity, innovation and initiative to realise the vibrancy and diversity of our vision.

The following information is provided to assist you when preparing your application. Further information about the City is available on our website [www.vincent.wa.gov.au](http://www.vincent.wa.gov.au).

## GUIDELINES FOR PROSPECTIVE JOB APPLICANTS

### Preparing your Application:

The application should be typed and:

- » if provided in hard copy stapled in the top left-hand corner. Please do not submit applications in plastic or cardboard folders. Applications will not be returned, therefore you should not include any original documents; or
- » can be emailed to [jobs@vincent.wa.gov.au](mailto:jobs@vincent.wa.gov.au); or
- » by submitting your application via the job's web page and its (easy) online form on our website.



## Covering Letter:

- » The covering letter gives you the opportunity to introduce yourself to the Interview Panel and must include the title of the position. You should explain why you are applying for the position, your suitability to the role and you may wish to give a brief summary outlining your application, and include how you can be contacted during normal business hours.
- » The letter should be no longer than one A4 page.

## Curriculum Vitae/Resume:

- » Your curriculum vitae/resume should include your personal details (name, address etc), relevant work history, education, training courses, qualifications and professional memberships. You may also wish to include your interests.
- » When listing your relevant work history you should commence with the most recent position you have held, as well as the dates or duration of employment. You should also include a summary of duties and responsibilities for each position.

## Qualifications:

- » You will note in the Position Description that certain positions require a tertiary qualification or certificates. As part of your application you must demonstrate that you have achieved this level of education or sufficient work experience to meet this criteria.
- » Please do not include copies of your qualification(s) or academic records to your application. These can be provided at interview.
- » Some positions may require preferred applicants to provide a recent Federal Police Clearance and/or Working with Children Check. The police clearance should have been obtained within the three months prior to applying for or obtaining the position. Applicants must be eligible to apply for a Working with Children Check. Police Clearances and Working with Children Check will be at the expense of the applicant.

A prior conviction is not an automatic barrier to employment with the City. The Chief Executive Officer will determine each case on its merits and give final approval of any appointment. If the position requires a Police Clearance or Working with Children Check, it will be listed in the essential criteria of the Position Description.

## Referees:

- » Applicants are required to nominate at least three work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- » It is preferable that you advise your referees, before listing them in your application.
- » Provide names, relationship to you (i.e Supervisor), work addresses and contact telephone numbers.
- » The City will not contact your referees without your prior approval.



## **Closing date for applications:**

Employment opportunities with the City are advertised for a specific period and close at 4.00pm on the closing date specified in the advertisement.

Late applications may not be accepted.

## **Acknowledgement of Applications:**

If you have not been contacted within 30 days of the closing date you can assume that your application has been unsuccessful.

## **Preparing for the Interview:**

Short-listing of applicants for interview by the Interview Panel may take up to two weeks after the closing date.

If you are selected for an interview, an officer from the City will telephone you to organise a convenient time to conduct the interview.

## **The Interview Process:**

Interviews will normally be conducted by a panel of two or three members and will follow a format to ensure equity and fairness to each applicant. The interview questions will relate to the selection criteria for the position.

During the interview, Panel members will write notes and assess your answers in response to the questions, ensuring that applicants are examined in an objective and informed manner.

Should you not understand a question asked during the interview please seek clarification prior to providing a reply.

## **After the Interview:**

Once the Interview Panel has conducted their assessment and have recommended the preferred candidate(s), a Panel Member will contact the nominated referees (after receiving your approval) 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 the preferred candidate, a member of the Interview Panel will contact you by telephone to verbally offer you the position. The City will then forward a written offer and contract.

Applicants who are not invited to an interview will not be notified directly, however as stated in the application acknowledgment, if you have not been contacted within 30 days of the closing date you can assume that your application has been unsuccessful.



Applicants who were interviewed will be notified in writing of the City's decision.

The City does not normally provide feedback on applications which were not short-listed for interview.

**Submitting Applications:**

Please note: If you are applying for more than one position, separate applications are to be submitted.

Applications should be lodged prior to the closing time and date, as stated in the advertisement, marked "Private and Confidential – Application for Employment". Late applications will generally not be accepted.

**Applications can be submitted by:**

*Post:*

Chief Executive Officer  
City of Vincent  
PO Box 82  
LEEDERVILLE WA 6902

*Personal Delivery:*

Chief Executive Officer  
City of Vincent  
Administration and Civic Centre  
244 Vincent Street (Cnr Loftus)  
LEEDERVILLE WA 6007

Fax: (08) 9273 6099

E-mail: [jobs@vincent.wa.gov.au](mailto:jobs@vincent.wa.gov.au) (Please forward documents in Word or Plain Text format and any scanned documents are to be in PDF, TIF, JPEG or BMP format)

On-line: [www.vincent.wa.gov.au](http://www.vincent.wa.gov.au) – Employment Opportunities – "Application for Employment"

We look forward to receiving your application.

Len Kosova  
**CHIEF EXECUTIVE OFFICER**