



## **Logan City Council Application Process**

When you apply for a job with us, please remember to give us your email address so we can contact you.

Please read the position description to understand the role. The position description will describe:

- key responsibilities / accountability – this section outlines the specific tasks, responsibilities and performance criteria for the role
- knowledge, skills and qualifications – this section can help you identify what experience, knowledge and qualifications are most relevant to the role
- success profile – this section explains what approach is required to be successful in the role.

In your application, please provide a cover letter of no more than four to six pages, plus your resume. Please make sure that your cover letter discusses your skills and abilities, underpinning knowledge and relevant work experience. These things are explained in more detail below.

### **Skills and abilities**

Your skills and abilities can be learned on-the-job or off-the-job. You can include all types of transferable skills. For example, a person who worked serving in a take-away food shop may have developed skills and abilities in customer service.

### **Underpinning knowledge (including qualifications)**

This section relates to anything taught or learned. Explain your qualifications of any kind that might support your ability to perform the role. You could also include information learned on-the-job that didn't give you a formal qualification. For example, a person working in a library for 10 years doing shelving work is likely to have a working knowledge of the Dewey Decimal Classification System.

From the position description, identify what knowledge components are mandatory (required by law), essential (required by Council) and desirable.

In your application, describe any transferable skills that may not be obvious in your position titles (for example, a telemarketer may have skills and abilities in handling difficult customers, listening, reporting against performance targets and so on).

### **Relevant work experience**

Include in your application any experience that increases your potential to be able to perform the role. The experience does not have to be industry specific. For example, a person who has worked as a secretary for a solicitor may have significant experience in records management using a document management system.



### **Shortlisting**

We review all applications and make a shortlist of applicants. While we are shortlisting, the chairperson of the selection panel may contact you for further information.

Our shortlisting process may include any (or all) of the following:

- review of previous work history
- written and verbal communication
- telephone screening and testing
- video screening or interviewing.

We fill all roles on merit. We conduct interviews and assess applicants against the knowledge, skills, qualifications and success profile outlined in the position description.