



APPLICANT INFORMATION

ADVERTISEMENT

Central Tablelands Water provides quality drinking water to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

We currently have the following position available located at our Blayney office:

[Governance and Executive Support Officer](#) – Part time 4 days or 28 hours per week (salary range \$931-\$1,110)

For more information regarding the position and how to apply, please go to www.ctw.nsw.gov.au or email enquiries to the General Manager, Gavin Rhodes grhodes@ctw.nsw.gov.au

Applications close 4pm Friday 4 December 2020.

ABOUT THE COUNCIL

Central Tablelands Water (CTW) is the trading name adopted by Central Tablelands County Council, a water supply authority constituted under NSW Local Government Act 1993.

First proclaimed in 1944 the county embraces the Shires of Blayney, Cabonne and Weddin providing quality drinking water to these communities. Bulk water is also supplied to Cowra Shire Council to service rural consumers at Woodstock and Gooloogong. CTW currently has approximately 6,000 water connections and provides potable water to around 15,000 consumers in 14 towns and villages.

CTW has a constituency of three local government areas, namely, Blayney Shire, Cabonne Shire and Weddin Shire. The Council comprises two delegates each elected by their constituent council for a four-year term.

Our Vision:

An independent Regional Water Authority providing a quality water supply - Reliably and Sustainably

Our Values:

We value our:

- Customers
- Independence, sustainability, efficiency and innovation
- Skilled and capable workforce in delivering an essential service
- Role as a regional collaborative partner and leader

ABOUT THE POSITION

The **Governance and Executive Support Officer** role has a key focus of providing governance, policy management and executive support to the senior management team. This is a permanent part time position – 28 hours per week Monday to Friday. However, Council is prepared to negotiate variation to the days worked with the successful applicant.

The position of Governance and Executive Support Officer reports directly to the General Manager.

The position statement is available on Council's website at <https://www.ctw.nsw.gov.au/about-us/employment/>.

EMPLOYMENT

Employees of CTW are engaged under the conditions of the Local Government (State) Award which outlines the employee conditions such as leave, pay, hours of work etc. These conditions can be explained in more detail at the interview. For full time positions, employees work a 9-day fortnight. (1 RDO each 10 working days).

CTW is strongly committed to ensuring the safety and wellbeing of staff and complies with the relevant workplace health and safety legislation. All employees are required to comply with Council's Model Code of Conduct and all Council policies. The successful candidate will be required to undertake an induction process that includes acknowledgment and understanding of Council's Model Code of Conduct and the relevant policies.

Salary for the position is aligned to the Award classifications with a minimum award entry level rate for all positions. The CTW Salary system provides for a 7-step salary progression matrix and employees

can progress onto higher levels of pay based on demonstrated achievement of skills and performance as assessed annually.

Each position will have a 13 week probation period. During that time the work performance will be assessed to determine if the appointment is confirmed.

The successful applicant will be required to undertake a full medical assessment prior to commencement with Council. Uniforms will be provided to the successful applicant.

HOW TO APPLY

Applicants will need to download the [position statement](#) from Council's website at www.ctw.nsw.gov.au.

In applying for the position, your application should include the following:

- A cover letter specifying the position you have applied and why you are the best person for the role;
- A copy of your resume, including 2 to 3 referees (preferably they can confirm your skills to undertake the position);
- A document outlining how you are able to satisfy each of the essential and desirable criteria outlined in the position statement, and
- Ensure that your contact details are included in your resume (both mobile and email).

LOADING YOUR APPLICATION:

Your application should be saved as a pdf document and emailed to the General Manager, Gavin Rhodes at grhodes@ctw.nsw.gov.au. If you would like to discuss your application or have any questions also email the General Manager.

Applications close at **5pm Friday 4 December 2020**. No late applications will be considered.

SELECTION PROCESS:

A selection and interview panel will be formed, and they will be responsible for conducting a review of all applications and selecting who will be offered an interview. Applications are compared and a short list will be determined. If you are successful in being shortlisted you will be contacted by phone and email to offer you an interview.

The interviews are scheduled to take place in the **week commencing 14 December** and will be held in the Blayney Office. If an applicant is not able to attend in person an alternative webinar interview can be held but applicants are encouraged to attend in person where possible.

Please note that all COVID-19 precautionary health and safety measures will be in place.

INTERVIEW PROCESS

If you are offered an interview you will need to bring a copy of any relevant qualifications. The panel will ask you a range of questions about the role, your experience and capability to undertake the functions of the role.

The interview is a chance for you to meet the panel, and for the panel to get to know you a bit more. It is your chance to show why you are the best person for the job. You will have an opportunity to ask questions as well.

SELECTION

Once the panel has interviewed all the short-listed applicants, they will make a recommendation on who will be offered the position. This will be based on the application, interview, referee reports and any other tests or assessments. In some circumstances you may be called back for a second interview.

Applicants who were not successful will be notified by email as soon as possible after an offer has been accepted by the successful applicant.

CONFIDENTIALITY

As part of the recruitment process, we will be collecting information about you. This information is private information for the purposes of the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Records Staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.