



Whitsunday Regional Council

eRecruit Job Application Guide

This guide is for job applicants or anyone supporting a job applicant

All vacancies for the Whitsunday Regional Council will be found online at

[Whitsunday Regional Council Jobs](#)

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Working for Whitsunday Regional Council

Situated on the Central Queensland Coast, the region is described as 'Lifestyle Central', offering numerous options for living and investing. The area not only boasts the natural attributes of the Great Barrier Reef, tropical islands, national parks, rural industries, and seaside towns but has a great climate, with average annual temperatures of 27.24°C maximum and 21°C minimum.

The Council currently has around 350 temporary and permanent staff members, made up of both an indoor and outdoor workforce.

The Council is currently the local government authority for an area of 23,856km², and that area is divided into six divisions, represented by six Councillors and one Mayor. With a rate base in excess of 15,000 rateable properties. The region is experiencing huge growth, with the current population of around 30,000 estimated to reach almost 46,000 within twenty years. Furthermore, there is over \$3 billion worth of development approvals on the books, to be rolled out over the next five to ten years, which will provide diverse employment options for years to come.

Principles of recruitment and selection

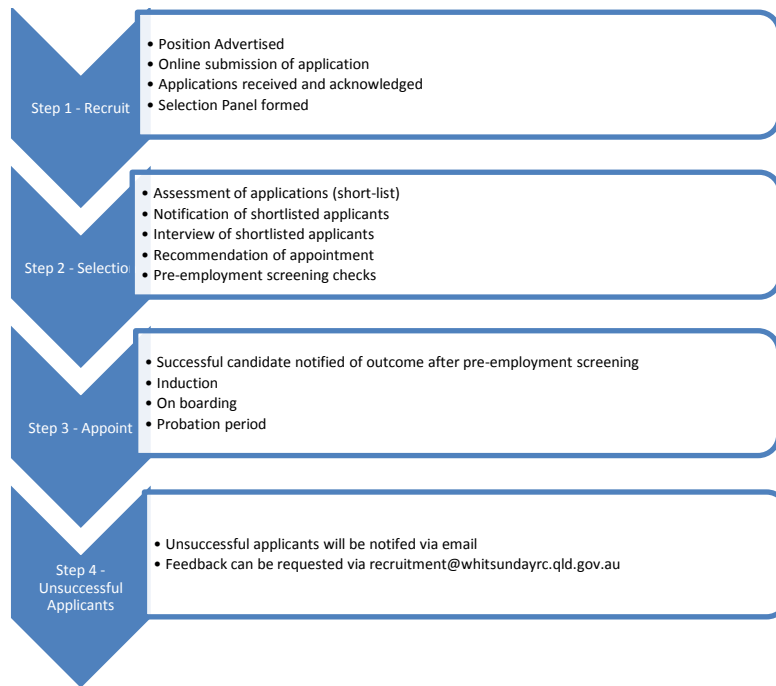
Whitsunday Regional Council is committed to equitable and fair merit-based recruitment and selection processes to ensure that Council has a suitable, skilled and diverse workforce capable of achieving Council's corporate and operational objectives.

When determining the suitability of applicants, amongst other matters, the selection panel will consider the qualifications, skills and relevant experience of each applicant based on the selection criteria identified in the Position Description in addition to the cultural fit of the applicant consistent with Council's values.

A merit-based recruitment and selection process involves a range of activities designed to ensure:

- Fair and open competition
- A systematic and consistent process
- Processes that do not unfairly discriminate at any stage
- Skilled and impartial selection panels
- Assessment criteria that reflect the actual and realistic requirements of the position.

Whitsunday Regional Council Recruitment and Selection Process



Sign up and Job alerts

Apply online for Whitsunday Regional Council jobs 24 hours a day, 365 days a year using self-serve eRecruit.



When you go to eRecruitment, you will see the words **'Sign up'** under the Whitsunday Regional Council banner. Click on these words and the **'Registration'** page will open.

Enter the required data in the fields. All fields marked with a red asterisk * must be completed. Click on **'Create account'** you will then see this screen

Registration

✔ Thank-you for registering.

An activation email has been sent to the email address you supplied.
Please note: For security reasons, your registration will not be active until you respond to the activation email.

Please check your email to activate your account.
If this email does not come through within the next 5 minutes please check your spam / junk folder.

You will receive an email from no-reply@mercury.com.au asking you to activate your account. Click on this link. A page will open titled '**Account Activation**' as seen below.

Account Activation

✔ Thank-you.

Your account has now been activated.

On that same page scroll down to '**Email Alerts**' and choose the job types that you would like to know about if a job becomes vacant, as seen below.

ℹ If you would like to be notified when new positions are advertised, please select from the email alert categories below

Email Alerts

- Administration
- Airport
- Asset Management
- Building Certification
- Community Development
- Compliance
- Construction
- Customer Service
- Engineering
- Environment & Land Management
- Environmental Health
- Finance
- Fleet & Workshops
- General Management
- ...

Continue ▶

Click on '**Continue**'

Sign in using your username and password to search for vacancies, apply for jobs, upload your resume, update your personal detail and online profile.

Search job vacancies

After signing into eRecruit at <http://erecruit1.mercury.com.au/Whitsunday/> click on '**Search Jobs**' to search for vacant positions:



Search Vacancies

Search

Enter reference number, job title or keywords

[Browse all vacancies](#) [Advanced Search](#) Search

Latest Vacancies

You can search for jobs many ways, enter details into the search box, browse all vacancies or Advanced Search.

Manage your applications

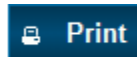
Manage positions that are of interest to you.

Download position description: When you have found a position you are interested in, you can download the position description by clicking on **'Open'** next to the document.

Position Description

Open

Print position description: Print details of the vacancy by clicking



Apply for a position: Apply for the position by clicking



Access application history: Sign in to eRecruit and click on



in the top right of the screen. From here you can check all of your current details and application history.

Withdraw: From the My Profile screen you may withdraw an application by clicking on My Application History - select Withdraw in the action list, then click Go.

Reapply: From the My Profile screen you may reapply for a withdrawn application by clicking on My Application History - select re-apply in the action list, then click Go. To amend the re-application click Next, make amendments, then click Submit Application.

Automated Emails

Check your email inbox for automated emails from no-reply@mercury.com.au for the latest information regarding your job application status, invitations to attend interviews, arranging appointments and application results.

Do not reply to automated emails as they will not be received.

Update Personal Details

Once you have signed up, registered and activated your eRecruit account, you will be able to maintain your personal details by clicking on





🗑️ [Upload photo](#)

My Profile

Out Of Office

My Application History

My Documents

My References

My Correspondence

Account Settings /
Employment Preferences.

Personal Information

Edit your email, username and password.

Sign-In Information

Edit your name, date of birth, phone and address details

Registrations

Edit current license and certificate details from drop down list.

Emergency Contact Details

Edit emergency contact name and phone.

Upload Photo – It is optional to add or change a recent headshot photo of yourself.

My Application History – Active and Past Applications : eRecruit will automatically retain a history of your City of Gold Coast job applications.

My Documents – Current Resume : Upload your current resume or other documents relevant to your application. Click the bin icon to delete out-dated documents.

My References – Referees : Add the contact details of two current referees.

My Correspondence – Lists eRecruit email correspondence.

Account Settings / Employment Preferences

Update Job Alerts by selecting the job categories that are of most interest to you. You will automatically receive an email notification whenever a new position is advertised in one of your preferred job categories.

De-Activate Account

If you no longer wish to apply for vacancies via this website, you can click the "Deactivate Account" button at the bottom of the Account Settings page.

The assessment criteria

The essential skills, knowledge, experience and qualifications in the position description are considered essential factors to be able to fulfil the key responsibilities of the position effectively and efficiently.

The selection panel will shortlist applicants for interview by assessing your resume, and your response to the selection criteria questions against these essential factors.

Curriculum Vitae

This should include names and contact details of three referees. At least one referee should have a comprehensive knowledge of your work. If you are moving back into the workforce, you will not be disadvantaged because you do not have a current or recent past supervisor.

Selection tools and assessment methods

The selection panel's task is to establish whether you possess the necessary qualifications, skills, ability, experience and knowledge to perform the key responsibilities of the job. The task is then to select the most suitable person for the job.

Whitsunday Regional Council may use a combination of assessment methods to evaluate your application such as:

- ✚ review of application (including resume)
- ✚ structured interview
- ✚ practical work-based skill testing (e.g. typing, construction, crane operation, claim processing)
- ✚ written knowledge testing (e.g. knowledge of a particular legislation, best practice process etc.)
- ✚ other testing (e.g. motivation, personality)

It is imperative that you advise us of any special requirements/assistance that you need for any selection tests/tools.

Pre-employment checks

Reference Checks

A minimum of two reference checks are a mandatory requirement of the Whitsunday Regional Council recruitment and selection process. Such checks verify the information provided by an applicant is true and correct, and validates the applicant's previous work performance. Nominated referees may be contacted at any time during the recruitment process. It is urged that you notify your referees that they may be contacted, prior to providing their details.

Pre-employment medical screening

Pre-appointment screening of preferred applicants will include the applicant's participation in a medical examination to assess the applicant's ability to perform the physical requirements of the role. Whitsunday Regional Council will cover the costs of a pre-employment medical, where necessary.

Pre-employment Verification Checks

When an applicant is recommended for a role, Whitsunday Regional Council may decide to undertake one or several checks depending on the nature of the position to be filled. These checks may include any of the following:

- ✚ National Criminal History Check
- ✚ International Criminal History Check
- ✚ Anti-Money Laundering & Counter Terrorism Financing
- ✚ Basic Credit
- ✚ Directorship
- ✚ Entitlement to Work Visa
- ✚ Employment History
- ✚ Bankruptcy & National Personal Insolvency

Whitsunday Regional Council will cover the cost of any checks undertaken.

A criminal history check may be conducted prior to the preferred applicant being offered employment. Whitsunday Regional Council has work areas where mandatory criminal checks are required, depending on the work performed. A preferred applicant will be notified prior to this occurring.

Eligibility for employment with Whitsunday Regional Council

To be eligible for an ongoing appointment to a position in Whitsunday Regional Council, a successful applicant must fulfil one of the following criteria:

- ✚ permanent resident of Australia
- ✚ Australian citizen
- ✚ New Zealand citizen
- ✚ Entitlement to work visa

After the selection process

Notification of appointment

Following approval of appointment, the appointee and the unsuccessful short listed applicants will be notified of the outcome of their application.

Post selection feedback

Post selection feedback will be provided to applicants upon request to the Chair of the Selection Panel.

Probation requirements

New employees are required to undertake a 3 month period of probation, unless the applicant is an existing employee.

Induction

New employees are required to complete an Online Induction prior to commencement . New employees will also be required to attend a first-day orientation on commencement. This is an opportunity to learn more about the Whitsunday Regional Council and ask any preliminary questions you may have.

Where do I go for more assistance?

For specific job enquiries please contact the Recruitment Coordinator. For general enquiries regarding the application process, please logon to eRecruit to check the status of your application.

For further assistance on how to use our online self-serve recruitment site please contact Whitsunday Regional Council on:

Phone: (07) 4761 3629

Email: recruitment@whitsundayrc.qld.gov.au

If you don't have access to a computer or the internet you can use the public facilities available at our libraries. Details of Library opening times can be found on our website: [Whitsunday Regional Council Libraries](#)

Please note that Whitsunday Regional Council will not accept applications via email, over the counter or post.