

Our recruitment process and commitment

The City of Boroondara is a metropolitan council, representing more than 170,000 people in the inner-eastern suburbs of Melbourne. We are leaders in the local government sector, with a reputation for innovation and excellence. We believe in providing an environment where our employees thrive, both in the work they do and in how they learn and develop as people and professionals. We like to challenge the norm and we are investing significantly in innovation and technology improvements in order to provide our customers with an even greater experience and engagement.

We appreciate your interest in working with us and we value a positive candidate experience. Please see our recruitment process below to learn what to expect during the recruitment process for this key leadership position:

1. Submit an application. You will receive an email confirming that your application has been received.
2. We will review applications progressively throughout the advertisement period. Applicants who are not shortlisted will be notified via email.
3. **Stage 1: Phone interview.** If your application has been shortlisted you will be contacted over the phone to book in a phone interview.
4. **Stage 2: Values assessment & first interview.** You will be contacted via phone to organise a mutually convenient time for the first round interview. You will be sent the values assessment after this phone call to be completed prior to the interview. If your application does not proceed past Stage 2 we will contact you via telephone regarding this outcome.
5. **Stage 3: Psychometric assessment & second interview.** You will be contacted via phone to organise a mutually convenient time for the second interview. As part of this interview you will be asked to conduct a presentation to the panel on a particular challenge. The topic for this will be provided to you during this phone call. You will be sent the Psychometric Assessment after this call to be completed prior to the interview. If your application does not proceed past Stage 2 we will contact you via telephone regarding this outcome.
6. A minimum of two professional references will be conducted on the preferred candidates at this stage.
7. After evaluation of the above processes, the hiring manager in consultation with the interview panels, will make an informed decision as to the outcome and make their verbal offer.

Pre-employment check requirements

All senior officer positions within Boroondara require a satisfactory police check. Where required a qualification check will also be conducted.