
INSTRUCTIONS TO APPLICANTS

RECRUITMENT AND SELECTION PROCESS

Leschenault Catchment Council (LCC) is committed to fair, equitable and transparent recruitment processes. Key steps in this recruitment process include:

1. **Applications must be submitted by 10.00am on the due date 27/05/2024.** Applications should be forwarded by email to exec@leschenaultcc.org.au.
2. Late applications or those that do not address the Selection Criteria will not be considered.
3. The Selection Panel assesses applications and invites short listed applicants for interview.
4. Interviews are conducted.
5. Referee checks undertaken.
6. Selection report prepared.
7. All applicants notified.

SUBMITTING YOUR APPLICATION

Your application should include the following:

1. Cover letter outlining your interest in the position.
2. Concise statements addressing all aspects of the selection criteria, of no more than 4 pages.
 - treat each criterion separately
 - explain how you meet the criteria
 - use examples to demonstrate your specific skill and knowledge.
3. Your Curriculum Vitae should provide the following information:
 - copies of your qualifications and academic and/or professional training
 - description of your work experience and skills starting with the most recent
 - referees.

PROGRESS OF YOUR APPLICATION

Once applications have closed, all applications are sent to the selection panel. The panel will contact you directly if you have been selected for interview.

Any questions should be directed to Caroline Hughes, Executive Officer on exec@leschenaultcc.org.au or 0421 750 408.