



Job Application Guidelines

Introduction

Thank you for showing an interest in this vacancy with the Hawke's Bay Regional Council. Basically it's up to you how you "sell yourself" to those who will shortlist possible appointees for this position. We do not have an application form as generally applicants provide the relevant information in their CV or accompanying letter.

How to Apply?

We are happy to receive your CV and letter of application by either email, fax or post, as long as they arrive by the closing date.

If you intend applying but think your application might be late reaching us, please telephone and let us know – see contact details at the end of this document.

What Happens Next?

- Once applications for this position have closed, members of the Interview Panel will prepare a shortlist of applicants to be interviewed.
- Shortlisted applicants will be contacted by the Human Resources Manager's Executive Assistant to arrange interviews.
- If you are from outside Hawke's Bay, the Council will provide reasonable assistance to cover your travel costs associated with the interview.
- Generally you will not be required to bring any extra documentation to your interview.
- If you are unsuccessful in securing an interview you will be notified within two weeks of the closing date for the position.
- Once interviews have been completed, unsuccessful interviewees will be notified either by phone or email.

Before a final decision is made on an appointment, it is important that the successful applicant feels "right" about joining the Council. The employment process is a two way thing – the Council has to be confident you are the best person for the position and, equally, you have to be sure the Council is "right" for you. To this end you may be asked to talk with other staff who you might work with to get a "feel" for the culture of the Council. This will be done before you are asked to make a decision on our employment offer.

The employment offer will generally be made verbally over the phone and supported by written confirmation.

Salary

The relevant salary range for the position is included in the job description. The commencing salary will be subject to negotiation at the time of appointment but will be within the stated range.

Contact Details

We hope this information has been helpful and we look forward to receiving your application. Our contact details are:

Email: hr@hbrc.govt.nz

Fax: 06-835 9200

Post: Mr Viv Moule
Human Resources Manager
Hawke's Bay Regional Council
Private Bag 6006
NAPIER 4142

Phone: Viv Moule, Human Resources Manager: 06-833 8072
Debbie Phillips, Executive Assistant to HR Manager: 06-833 8010