



City of Perth

# Candidate Information Pack



# About the City of Perth

**Thank you for considering employment with the City of Perth.**

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The City of Perth is a dynamic statutory entity constituted under the Local Government Act 1995 to provide services and facilities to a broad range of City stakeholders including residents, commercial and retail business, workers and local, national and international visitors.

Perth, the capital city of Western Australia, has grown rapidly and seen tremendous revitalisation boosted by strong industry sector growth as well as population growth.

The City's urban landscape will transform even more in the next few years when major development projects, like Elizabeth Quay, Perth City Link and Waterbank, come-to-completion.

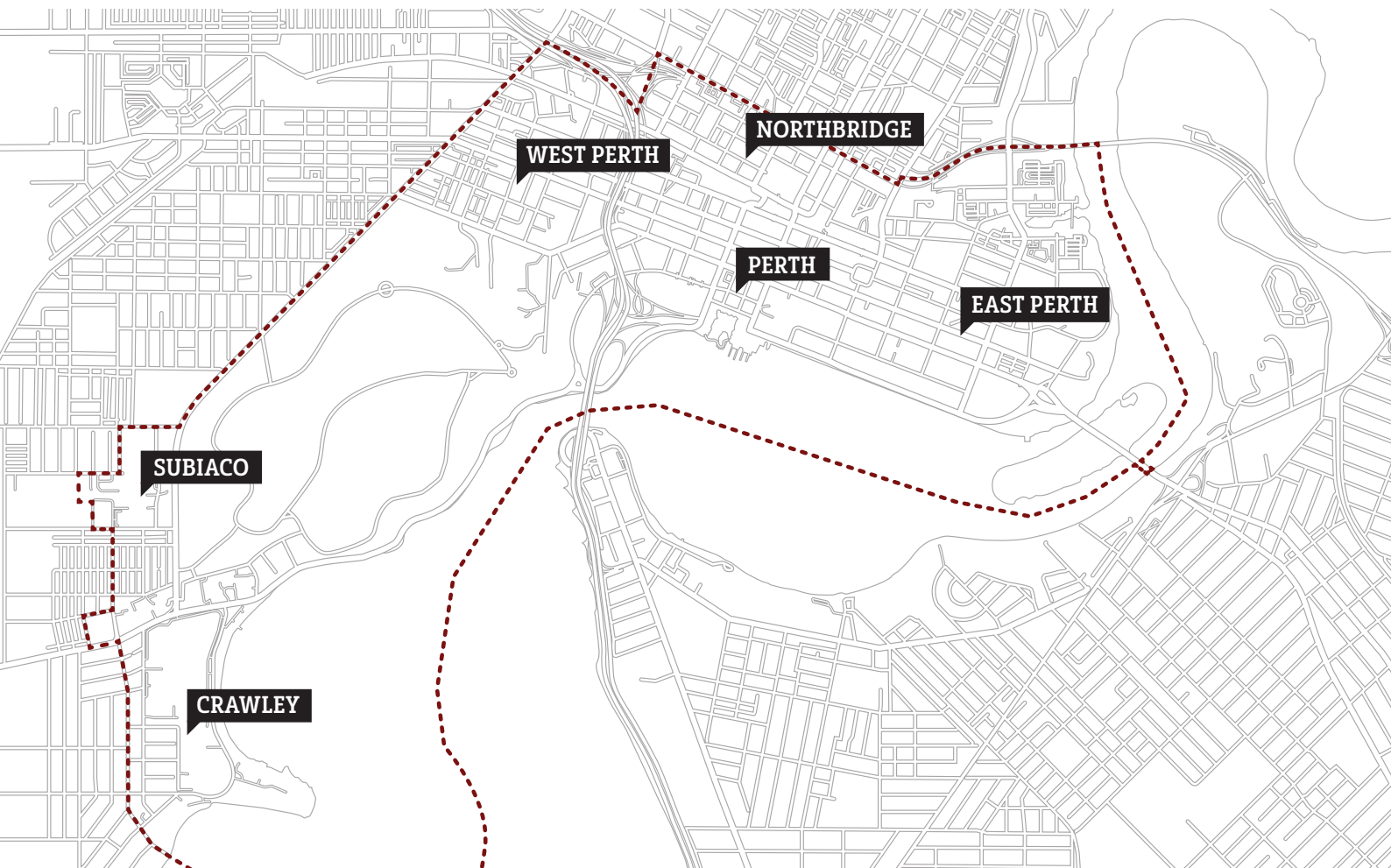
The State Government capital city legislation, the City-of Perth Act, has strengthened the City's role in

the strategic management of capital city issues for the benefit of the entire state.

The City of Perth manages policy framework to serve the City community sustainably and to provide essential services to more than 150,000 people who use the city each day for work, or as a tourist and shopping destination, playing a vital role in the development of the-State's largest and most thriving business hub.

While Perth and WA have undoubtedly been the beneficiaries of our abundant natural resources, it really is our people, and our spirit, that make our city shine.

Perth has been ranked in the top 10 as one of the most liveable cities in the world since 2004. It is the fastest growing capital city in Australia and an exciting place to be.



# Organisational Structure

**CEO**

Governance

Strategy and Partnership

Corporate Communications

**Director  
Corporate  
Services**

**Director  
Planning &  
Development**

**Director  
Community &  
Commercial Services**

**Director  
Construction &  
Maintenance**

**Director Economic  
Development &  
Activation**

Human  
Resources

Finance

Information  
Technology

Data &  
Information

Asset  
Management

City  
Planning

Coordination  
& Design

Transport

Development  
Approvals

Sustainability

Customer  
Service

Parking  
Services

Commercial  
Parking

Library

Community  
Amenity & Safety

Community  
Services

Health and Activity  
Approvals

Construction

Street Presentation  
& Maintenance

Waste &  
Cleansing

Parks

Properties

Plant &  
Equipment

Economic  
Development

Marketing &  
Activation

Arts, Culture &  
Heritage

Business Support  
& Sponsorship

# Why come to the City of Perth?

**An exciting opportunity for people wanting to make a difference in our City.**

- Working with the City provides the opportunity to engage with the community, influence the physical environment and contribute to the sustainability and growth of Perth as a global capital city.
- The City has a diverse geographic, cultural and demographic energy.
- Perth will see its urban and political landscape transform even more in the next few years with major-infrastructure growth and capital city legislation-pending.
- The City of Perth is an exciting environment for economic development and activation. Major development projects include:
  - Elizabeth Quay
  - Perth City Link
  - Waterbank
  - Yagan Square
  - City Library
  - Underground Busport
- The City of Perth manages a range of major community events including:
  - Australia Day Skyworks
  - Eat Drink Perth
  - School Holiday Programs
  - Twilight Hawkers Markets
  - Christmas Program – including Nativity and Turning on the Christmas Lights
- The City of Perth has been taking great strides forward-and is looking for people with talent and drive to build on recent successes and new initiatives-coming forward such as:
  - Penny Lane key worker housing
  - Integrated Transport Strategy
  - Public Art Strategy
  - Economic Development Strategy
  - International Engagement Strategy
  - Lighting Strategy
  - Energy Resilience Initiative

## What are the City's values?

The primary objectives of our organisation form the first-set of underlying themes and are the three fundamental organisational objectives:

- Serving
- Leading
- Growing

**In essence these are the reasons why we exist.**

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In addition to the fundamental objectives, our cultural values cover our beliefs and aspirations as an organisation, both now, and into the future:

- Commitment
- Teamwork
- Courage
- Respect

**We expect that you already operate in a way which models these values. We will look for evidence of this during the selection process.**

*The City of Perth is committed to the principle of equal employment opportunity for all employees and to provide employees with a work environment free of discrimination and harassment.*



# Application Process

**Thank you for your interest in this position.  
Following is an outline of the recruitment process:**

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## **Your application**

Applications for this position should consist of two sections:

1. Your CV detailing your employment history, educational-qualifications and contact details
2. A summary outlining your relevant experience and achievements, relatable to all of the selection criteria-outlined in the Position Description document.

The Position Description document outlines the application requirements for the job that you are applying for. This document will be available for download via the City's Career Page – Career Opportunities.

## **The Selection Process**

### **Search and Advertising**

You may be contacted for further discussion on your application during the search and advertising phase that-takes place.

### **Application Review and Shortlisting**

After the search and advertising phase, a shortlist of candidates is produced based on application data and screening content. Screening may involve phone

interviews, to clarify detail and compile a more comprehensive profile of your application.

Applicants will be contacted if they have made it to-the-next stage of the recruitment process.

### **Interviews**

If selected for interview, you will be contacted in advance to arrange a suitable time to attend.

### **Psychometric Assessments**

Candidates may be asked to complete an online Psychometric Assessment during this process.

### **Reference Checks**

At the appropriate time, information may be sought from-your nominated referees. We will inform you if we wish to contact your referees so you have adequate time-to advise them.

### **Background Checks**

For some positions it may be necessary to verify information you have provided (eg Educational qualifications), or to undertake certain pre-employment checks (eg criminal conviction check, pre-employment medical assessment). These checks will be conducted on-the preferred applicant(s) only.

# How to apply

## Visit the City of Perth Careers Page

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Lodging applications via the City of Perth website Career Opportunities page is preferred for the following reasons:

- It is easier for us to contact you.
- You are able to have instant confirmation that your application has been lodged.
- It supports an environmentally friendly approach by-reducing paper usage.
- Storing and using information electronically is more-efficient.
- Tracking large volumes of applications is streamlined.

## Progress of your application

All applications received are confirmed with an acknowledgement email.

You will be contacted directly if you have been selected to progress to the next stage. The selection process can take some time. To check the progress of your application, please telephone the contact person named in the Position Description document.

*Please take care to ensure all information provided in the application is accurate and honest. False or misleading information may result in an application being excluded.*

