

Information for applicants when applying for employment at the Otago Regional Council

Eligibility

To be considered for any vacancy you must hold (or be eligible to hold) NZ citizenship, permanent resident status, or a NZ Work Permit. If you do not meet this requirement your application will usually not be considered.

Remuneration

Council uses a market based framework when determining remuneration. We also offer subsidised superannuation.

Job Description

The job description provides an overview of the key tasks and the preferred qualifications and skills required for the position. Job descriptions are displayed with each advertised vacancy.

Your Application

Applications should be made using the online application form through the ORC website. This is the preferred method however hard copies are accepted.

Any questions regarding your application or the recruitment process can be emailed to human.resources@orc.govt.nz

When applying for a position at the Otago Regional Council please include the following:

A covering letter

Please be clear about the position you are applying for as occasionally we have vacancies for similar positions advertised at the same time. Address your letter to Lesley Laing, Human Resources Manager.

CV

Your CV should be up to date and relevant to the position you are applying for. Please include the following:

- Employment history
- Qualifications, training and skills
- Interests
- Referees

We do not require lengthy documents such as examples of written work, etc. If you are shortlisted, we may ask for further information from you to bring to the interview.

If you apply by post, please do not send original copies of documents as these will not be returned. Post your application to The Human Resources Manager, Private Bag 1954, Dunedin 9054.

Recruitment Process

All online applications are acknowledged by automatic reply or by letter if your application was posted to us.

We aim to review applications and advise applicants if they have been shortlisted for an interview, or if they have been unsuccessful, within 2 weeks of the closing date.

When we have a preferred candidate, referees will be contacted before a final decision is made. Please ensure any referees you supply are aware that they may be contacted.

If you are the successful applicant you will be contacted verbally in the first instance. This will be followed up with a written offer and employment agreement.