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|  | Application Form  For the position of  General Manager |

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| Briefcase with solid fill | Position **General Manager Central Highlands Council** | Stopwatch with solid fill | Applications Close **5 pm Monday 29 September, 2025** | Envelope with solid fill | Email Applications to  **stephen@sbc.net.au** |

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| **Instructions:** | Before applying, please read through the Information Pack and call **Stephen Blackadder** on **0412 255 149** to discuss the role. Please submit your completed application form to **stephen@sbc.net.au** |
| **Note:** | You must divulge all relevant information connected with or associated to your application for this position. Any statement or omission in your application found to be deliberately false or misleading, prior to commencing, could result in an Offer of Employment being withdrawn, or after commencing in the role could make you liable for disciplinary action, which may include dismissal. |

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| **Personal Details** | | | | | | | |
| **First Name** |  | **Last Name** | | |  | | |
| **Mobile** |  |
| **Email:** |  | | | | | | |
| **Address:** |  | | | | | | |
| **Suburb** |  | | **State** |  | | **Postcode** |  |

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| **Photo** |

Please include a **headshot photo** by clicking and uploading an image of yourself. Please ensure the photo is not of a significant megabyte size. We provide the client with a summary of all candidates and as part of the summary of each candidate, we like to include a headshot photo of the candidate.

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| **Motivation for your application** |

It will help us to appreciate your current situation if you can nominate for us the **reason(s)** for seeking this position. In up to **two or three paragraphs** or **no longer than a page** tell us, for example:

**why move from your current job**

**why this job**

**why this location**

**why local government**

**and whether your family is supportive of the move and will join you?**

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| **Key Selection Criteria Responses** |

Please address the key selection criteria below by illustrating your responses **with examples of how you meet the criteria –** it is not sufficient to just indicate what you have done – **we are more interested in the “how”.**

As a guide, we need **no more than one page** on **each** of the responses.

1. A Keen Understanding of Rural Challenges – demonstrated experience in a rural/regional environment, to better understand the challenges facing such a community such as limited access to essential services like healthcare and transport.

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1. A strong financial focus – to not only ensure the future financial sustainability of the Council but to also help navigate with commercial investors in the Region with projects that add to the lifestyle of our community.

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1. An effective communicator – bringing good writing skills to articulate messages and Council reports at a high professional standard, so that ideas are presented in a logical, coherent, and structured manner, and an active listener, to provide strategic advice to the Mayor and Councillors, and to network with and lobby government representatives and politicians to market and promote the Region.

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1. Strong leadership and people management skills – an ability to motivate teams and achieve high standards of performance – by being compassionate and supportive

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1. Strategic thinker – demonstrated experience as a big picture thinker – a visionary who can help the Council and the Region achieve the future.

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1. An ability to market and promote a place – to bring investment, new residents and visitors to the region

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1. Customer service – experience in promoting excellence in customer service and use of customer surveys and satisfaction feedback.

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1. Relevant qualifications and or senior executive experience.

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| **Background Checks** |

If you are selected as the preferred candidate for this position, you will be required to undergo a *Police, Bankruptcy and Education* background check.

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| **IMPORTANT QUESTION** - Have there been any **occurrences or events** in your past that may be of concern if you are required to undergo such a background check? This may, for example, involve a **criminal record**, being an **undischarged bankrupt**, claiming **qualifications** that may not be factual, or under investigation by **ICAC or other authorities**. **Please answer Yes or No** | **YES** | **NO** |

If you have answered YES, you should discuss this with Stephen Blackadder **before** finalising your application.

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| **Referees** |

**Please provide details of TWO people who may be contacted to provide a reference** – preferably a current supervisor, a past supervisor, a Mayor or Councillor, or member of a governing body, or a peer who can comment on your professional skills and staff leadership. **We will not contact the referees until we select a shortlist of candidates for interview and only after gaining your further approval.**

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| **Details of Referees** | **Referee One** | **Referee Two** | **Referee Three** |
| **Name** |  |  |  |
| **Their current position and employer** |  |  |  |
| **Their position when they knew you** |  |  |  |
| **Are they: Supervisor / Peer / Other** |  |  |  |
| **Their Email** |  |  |  |
| **Their Mobile Phone** |  |  |  |

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| **Eligibility to work in Australia** |

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| Are you an Australian/New Zealand citizen or have the necessary permits to work unrestricted in Australia. **Please answer Yes or No from the checkboxes** | **YES** | **NO** |

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| **Applicant Statement** |

*I have completed my application in good faith, honestly and completely, providing all information requested and/or associated with my application.*

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| **Name:** | Applicant Name | |
| **Date:** | Click or tap to enter a date. |