

LAKE
MACQUARIE
CITY



GUIDE TO **APPLYING FOR A POSITION** WITH US

WORK WITH US

Lake Mac is a city unlike any other.

A city of vibrant villages connected by new ideas and life by the lake. A city of beaches, forests and next-generation thinking. A natural playground for progress and possibility.

To live here is to be connected. To be part of a true community who value creativity and collaboration, wellbeing and sustainability, opportunity and diversity. Together, we believe in shaping our own future — not waiting for it. Building on our city vision, we look ahead with purpose, working to make tomorrow greater. For our city. For our environment. For each other.

Alive with energy and optimism, we are home to exciting adventures and industry, new experiences and innovation. We are making better happen. We are inspired.

We are Lake Mac.

Career opportunities

- engineering
- strategic and town planning
- accounting and finance
- administration
- beach and pool lifeguards
- community planning and services
- civil construction and maintenance
- parks and gardens maintenance
- trades and services
- customer service
- development planning
- environmental management
- human resources
- information technology
- arts, library and cultural services
- marketing and communications
- tourism
- waste management
- trainee and apprenticeships

About us

Beyond rates, roads and rubbish, Lake Macquarie City Council provides a vast range of facilities, infrastructure and services that contribute to building a strong community. As part of these services, we look after about \$2.91 billion of public assets.

When you join us you are not part of an organisation, you are part of a future that more than 204,000 Lake Macquarie residents depend on every day. With an eye on the past and present, we are keenly focused on the future of the City and the challenges and opportunities that lie ahead.

Examples of some of the services we provide include:

- garbage, recycling, waste education and litter control
- maintenance of transport infrastructure
- managing urban and community development
- tourism and sporting facilities, swim centres
- picnic areas and playgrounds
- art gallery, libraries, community halls and child care services
- tree preservation and environmental protection
- integrated planning and community development

Community values

- We value our unique landscape: a place where the natural environment (bushland, coast, lake and mountains) is protected and enhanced; where our existing urban centres are the focus of our growth, maintaining their unique characteristics.
- We value lifestyle and wellbeing: a place that encourages safe, active and social opportunities.
- We value mobility and accessibility: effective transport systems that provide choices to conveniently move people, goods and services.
- We value a diverse economy: which is resilient and adaptable to change, making the best use of the unique advantages of our location and lifestyle.
- We value connected communities: that support and care for all and provide a sense of belonging.
- We value creativity: working together with creative process and outcomes that bring together history, culture, knowledge and expertise that supports new technologies and ways of thinking.
- We value shared decision-making: Lake Macquarie communities continue shared responsibility for governance.

Our values

In the workplace, organisational values support the culture of our organisation. They are the 'glue' that brings us all together in achieving our Council and community goals.

- Shaping our future
- Leading at all levels
- Working together





Career and lifestyle benefits

Lake Macquarie City Council is an equal opportunity employer and promotes a healthy work environment and a work/life balance.

Imagine the satisfaction of being able to contribute to the social, economic and environmental development of one of Australia's most diverse areas. Uniquely positioned 60 minutes to Sydney, 10 minutes to Newcastle and 35 minutes to Hunter valley wine country, we have one of the best locations in the world, and we are looking for the best people to help plan the next generation of growth in our City.

When you work for Lake Macquarie City Council, you can enjoy excellent working conditions:

- flexible working hours
- corporate fitness program
- employee assistance program (EAP)
- annual vaccination program
- paid parental leave
- training and staff development programs
- ongoing employee education assistance
- long service leave after just five years
- opportunity for leasing motor vehicles
- social club
- 12 per cent superannuation



How to join our team

We advertise positions online and only accept online applications. The link to access our recruitment system can be found at lakemac.com.au.

If you are applying for multiple positions, it is important that you submit a separate application for each position, including any attachments.

Once you have applied, you will be contacted by email, ideally within 28 days of the closing date of the advertisement.

How to answer application questions

Application questions are tailored to the specific role you're applying for and may be text questions or you may just need to select the most appropriate answer from a drop down menu.

To make sure you answer well in your text response, we suggest you use the STAR technique:

S – Situation: First, provide the situation that you were in.

T – Task: Next, describe the task at hand and what you were doing

A – Action: Then describe what actions you took. Discuss what you specifically did to address the situation.

R – Result: Finally, describe the result you achieved.

Hints and tips

Here are general examples of commonly asked questions and may differ from the questions asked for the role you are interested in applying for.

General communication

In my current position of _____, I interact with people across all levels of the organisation. To ensure that I maintain a high level of communication practices I always ensure that _____.

Oral communication

As part of my current position responsibilities, I communicate verbally with _____ on a daily basis. A recent example of a successful interaction _____ . The outcome was _____. A second example of my clear and concise oral communication can be demonstrated in my involvement in _____. As part of this interaction I was responsible for _____. The outcome was _____.

Written communication

As part of my position responsibilities on a daily basis I create _____. These documents focus on _____. My involvement is _____. A second example of my clear and concise written communication skills can be attributed to my _____. The outcome was _____.








Multiple choice question:

Do you have a current MR Class Licence? Answer option: Yes/No

Question: Please outline your experience as relevant to the position description.

Example: I have three years' experience working with traffic, and am the holder of a current 'Apply Traffic Control Plans' Certificate. With my current employer, I am involved in managing traffic for the following projects _____. This project required re-routing the traffic from two way to one way for _____ months/years. The traffic volume was _____. My responsibilities during this process included _____. The traffic management for this project required us to _____.

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