

**POLYTECHNIC
WEST**



Dear Applicant

Thankyou for your interest in the recently advertised position(s) with Polytechnic West.

Prospective applicants for positions at Polytechnic West need to be aware that the Agency actively supports government policies and standards relating to The Public Sector Code of Ethics.

The Agency also promotes a working and learning environment that is free from Gender Based, Racist and other forms of Harassment.

Applicants for Polytechnic West positions need to be prepared to work within this framework. A copy of the Code of Ethics and the Agency EEO Policy are enclosed.

THE FOLLOWING ARE ENCLOSED TO HELP YOU TO PREPARE YOUR APPLICATION:

- The Information for Job Applicants pamphlet advising how to set out your application.
- For Lecturing positions, the Selection Criteria were published in the advertisement.
- For other positions, a Job Description Form containing the Selection Criteria and a list of duties.
- An information sheet on Public Sector Management selection and appointment standards.
- The Western Australian Public Sector Code of Ethics.
- The Agency Code Of Conduct Policy Statement.
- The Agency Equal Employment Opportunity Policy Statement.

For further information about the position, please contact the person whose name and phone number appears in the advertisement.

Your interest in Polytechnic West is appreciated and the Agency looks forward to receiving your application.

**Director Human Resources & Workforce Planning
Polytechnic West**

Standard disclaimer: Any recipient of this communication acknowledges that:
Polytechnic West accepts no responsibility for the contents or the validity of this communication.

Information Package

For Job Applicants



Quality



Choice



Careers



Guidelines for Job Applicants

Thank you for your interest in relation to the advertised vacancy with Polytechnic West.

The following information will assist you with your application and understanding of the selection process.

Eligibility

It is important that you carefully check the essential selection criteria described in the Job Description Form to make sure you have the skills and qualifications required for the position.

Closing Date

Late applications will not be accepted, so please check the closing date and time.

Submitting Applications

If you are applying for more than one advertised position, please submit a separate application for each position (unless stated otherwise in the advertisement).

Enquiries

If you would like to find out more about the vacancy or check on the progress of the selection process, contact the person nominated in the advertisement.

Your Written Application

Your written application will be used by the selection panel to determine whether you should be considered for interview. Positions within Polytechnic West are advertised by using 2 formats:

- Statement of Claims against the selection Criteria, or
- A two-page written statement outlining your skills, experience and suitability for the position in the context of the job description.

Applicants should refer to the Job Advertisement to determine which format should be used when submitting your application.

✓ Statement of Claims Against the Selection Criteria

Your consideration for interview is based on whether the essential requirements of the position are addressed within your statement of claims.

The selection criteria are the skills, knowledge and experience that are considered necessary to successfully perform the duties of the position.

It is strongly recommended that you use each of the selection criteria as a heading and outline your relevant skills and experience separately against each of the criteria. Your task is to demonstrate to the selection panel that you meet each of the criteria by providing relevant examples. The important thing is to explain what was required or involved in a job or task and how you achieved the desired outcome. An unsupported statement that you have the skills or simply listing previous jobs could exclude you from further consideration.

Do not submit a lengthy application that is too wordy as the importance of your rationale may be lost. You should limit your responses to one page per selection criteria if possible.

✓ A two-page written statement outlining your skills, experience and suitability for the position in the context of the job description.

Should the job advertisement require you to only submit a 2 page summary against the duties of the position, ensure that you outline your skills and experience relevant to the key position requirements. You should try to support your claims with an example. A more detailed outline of the duties is listed on page 2 of the job description form.

✓ Résumé (Curriculum Vitae)

In addition to addressing the selection criteria, you should supply a CV. Include personal details – name, address and telephone number.

Provide a summary of the work you have done starting with the most recent job.

Include dates and give details of the type of tasks that were required in each job.

List your education and training achievements (include any education you are currently undertaking).

Include any activities you have undertaken outside of work which are relevant to the position you are applying for.

✓ **Referees**

You should contact referees for approval prior to listing them in your application.

Provide names, title of positions, work addresses and contact telephone numbers.

You should only include referees who are able to comment on your work experience as related to the selection criteria.

It is preferable that at least one referee should be a current or recent supervisor/manager.

✓ **Covering Letter** (optional)

The covering letter is an introduction to your application. Include the details of the position, together with any relevant information on your availability for an interview.

You may wish to summarise your application and emphasise your strongest and most relevant points and achievements.

✓ **Lodging Your Application**

Applications **must** be received by the nominated closing date and time.

Apply online via the WA Job Board at
www.jobs.wa.gov.au

To apply online via the WA Job Board, open up the advertisement for the chosen position and click on 'Apply for Job'. Please note that **attachments can be up to 8MB in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG or GIF formats.**

By applying online, the WA Job Board allows you to register a personal account, enabling

you to store and retrieve applications for various State Government positions. All your personal details, education and recent work history can be saved and automatically uploaded into the application form. You can also store your resume or curriculum vitae, copies of academic transcripts, cover letters, responses to related job requirements/criteria and any other relevant documents on the Job Board.

Please do not hand deliver, mail, fax or email your application.

All job applications for Polytechnic West are processed by the Education and Training Shared Services Centre (ETSSC) in Bennett St, East Perth.

Should you have any queries about lodging your application, please contact the Recruitment Team on 9264 8385.

Closing Date

The closing date and time is specified in the job advertisement.

No proforma or late applications will be accepted.

Whilst applying online, applicants will be asked a number of application questions, and then to attach their relevant application documentation. **It is therefore strongly recommended that you allow ample time to prepare and submit your application online.**

Preparing for the Selection Process

The most competitive candidates will be short-listed for further consideration and will be advised of the next steps by the selection panel. The selection process may involve interviews, practical or written exercises, presentations or other selection techniques, including referee reports.

If you are called for an interview and have any particular requirements (such as accessible parking or communication aids) please advise the contact person nominated in the advertisement so that we can assist you.

The questions asked of applicants during the selection process will always relate to the selection criteria for the position and each applicant will be asked the same questions.

To prepare for the selection process:

- ✓ Consider what the job involves by looking at the job description form and the selection criteria and by contacting the person nominated in the advertisement;
- ✓ Focus on the duties of the position and how you could carry them out. Think of any problems you might encounter and how you would resolve them;
- ✓ For each selection criterion, think of a few examples and work situations where you have applied the relevant skills and abilities;
- ✓ You will need to provide the panel with original qualifications;
- ✓ If you have any relevant reports or other work, which will demonstrate your skills and abilities, you may wish to present these at the interview; and
- ✓ Keep a copy of your completed application for your own reference.

The Interview

Do not assume that a panel member knows about your suitability for the job, even though you may have worked with them before or you have had previous experience in the position you have applied for.

Take time to answer each question as the panel will appreciate a clear, concise and well thought out answer.

Where possible, relate your answer to direct experiences you have had and provide specific examples that demonstrate the relevant skill and ability.

Feel free to ask the selection panel any questions you have in relation to the position or about the Agency

Feedback

When you have been advised of the result of your application, you are encouraged to seek feedback from the chairperson of the selection panel. This may help you with future applications and interviews.

Police Clearance Requirements

Recommended applicants with Polytechnic West are required to provide, at their own expense, a Department of Education and Training Crimtrac Police Clearance Consent Form. The Clearance Consent Form will be provided to the recommended applicant. No other Police Clearance is acceptable.

Probation

Prior to being appointed on a contract or permanent basis, new employees will normally be employed on probation for a period up to six months.

An employee appointed from the Public Sector of WA, and who have at least six months of continuous satisfactory service immediately prior to their permanent appointment will not be required to serve a probationary period.

Location of Position Applied For

Whilst the position will be located at the Campus specified in the advertisement, employees may be required to work at any site of Polytechnic West. It is a condition of employment that you may be relocated to another campus at a later date.

Checklist

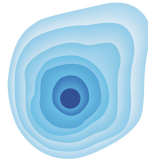
Prior to submitting your application, please ensure you have included the following information:

- Covering Letter (Optional)
- Statement of Claims
- Curriculum Vitae

Further Assistance and Advice

If you have any questions about the information provided in this package or are experiencing any difficulties with your application, please contact Polytechnic West Human Resources by telephoning (08) 9267 7173 or 9267 7261.

We hope this information has been helpful and look forward to receiving your application.



EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Polytechnic West seeks to employ a workforce which reflects the diversity of the wider community. It seeks to ensure that all employees or potential employees are treated with fairness, respect and dignity in relation to access to employment entitlements.

Recruitment of staff and promotion and advancement within Polytechnic West must be on the basis of ability, knowledge and skills in fair and open competition. Employees will be protected against arbitrary action, personal favouritism and coercion.

The Equal Opportunity Act 1984 (WA) and subsequent amendments make it unlawful to discriminate against people on the grounds of:

- Gender
- Marital Status
- Pregnancy
- Race
- Religious Conviction
- Political conviction
- Impairment
- Family Status
- Family Responsibility
- Age

The Equal Opportunity Act also makes sexual and racist harassment unlawful in employment, education and in relation to accommodation and makes it illegal to victimise a complainant.

3 Equal employment outcomes have been established for public authorities.

These are:

1. The organisational culture values EEO/Diversity and the work environment is free from racial and sexual harassment.
2. Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.
3. Employment programs and practices recognise and where appropriate, include measures intended to achieve diversity and equality of opportunity for people from EEO groups.

Polytechnic West seeks to eliminate all forms of discrimination within the organisation and to provide a work environment which helps all employees to succeed in their current work and future career.

All Polytechnic West employees have an obligation to comply with the provisions of the Act and to observe the requirements of the Agency EEO Policy and plan.



WESTERN AUSTRALIAN PUBLIC SECTOR CODE of ETHICS

The Minimum Standards of Conduct and Integrity for the Western Australian Public Sector



Justice

Justice means being impartial and using power fairly for the common good. It means not abusing, discriminating against or exploiting people.

The Code

To meet the minimum standards of conduct and integrity, all public sector bodies and employees must:

- Act impartially and in the public interest.
- Treat all people equally and fairly, recognising that fairness can involve treating people differently, according to circumstances.
- Act without fear or favour and be open and accountable.
- Protect people's right to equal opportunity.
- Protect people's right to due process.
- Report fraud, corruption and maladministration.
- Act openly and promptly to help resolve complaints.
- Refrain from using any circumstance or information connected to official duties for personal profit or gain.
- Declare any interest that may conflict with the performance of public duty.
- Comply with any applicable code of conduct.

Respect for Persons

Respect for persons means being honest and treating people courteously, so that they maintain their dignity and their rights are upheld. It means not harassing, intimidating or abusing people.

The Code

To meet the minimum standards of conduct and integrity, all public sector bodies and employees must:

- Respect people's dignity and well-being.
- Treat others with courtesy, consideration and sensitivity.
- Respect diversity.
- Be honest.
- Respect people's right to seek advice and support.
- Inform others about decisions and actions that affect them.
- Share information wherever permissible.
- Protect privacy and confidentiality.
- Respond promptly to enquiries.

Responsible Care

Responsible care means protecting and managing with care the human, natural and financial resources of the State. It means decisions and actions do not harm the short and long-term well-being of people and resources.

The Code

To meet the minimum standards of conduct and integrity, all public sector bodies and employees must:

- Assume responsibility for the best deployment and use of human, natural and financial resources.
- Seek the efficient and effective use of public assets and avoid waste.
- Minimise risk and harm.
- Be conscientious and scrupulous in the performance of public duty.
- Co-operate to achieve what is best for the community.
- Be open and accountable for decisions and actions, and consult those affected, where possible.
- Maintain records sufficient to enable review by others.
- Develop skills and competencies in accordance with responsibilities and help others to do so.

Western Australian Public Sector Code of Ethics

The *Public Sector Management Act 1994* (the Act) created an independent statutory office of the Commissioner for Public Sector Standards.

The Commissioner establishes and monitors compliance with the Code of Ethics. The Code specifies the minimum standards of conduct and integrity required of public sector bodies and employees.

Scope and Coverage

The Code of Ethics applies equally to all: public sector employees, including chief executive officers and chief employees; public sector bodies established or continued for a public purpose under written law, including boards, committees and trusts.

The Code of Ethics does not apply to: elected officials including Members of Parliament and local government representatives; Parliament's employees; local government employees; sworn members of the Western Australia Police Force (ie police officers); universities; any court or tribunal established under a written law; the Governor's establishment; electorate offices of Members of Parliament.

The revised Code of Ethics came into force on 1 March 2002.

Chief Executive Officers

Responsibility for compliance with the Code of Ethics rests with chief executive officers and chief employees. As well as demonstrating ethical leadership, chief executive officers are expected to develop, and monitor compliance with, specific codes of conduct.

Breach of Code

Under section 9 of the Act, all public sector bodies and employees must comply with the Code of Ethics and any applicable code of conduct.

An employee or member of a public sector body contravening the Code of Ethics commits a breach of discipline (section 80 of the Act) and may be subject to disciplinary measures.

Alleged misconduct that could be corrupt or criminal must be reported to the Anti-Corruption Commission or the Police.

Further Information

Contact a consultant at the Office of the Public Sector Standards Commissioner for more information:

☎ 1800 676 607 (toll free) for country callers; or
☎ (08) 9214 6600; or by
facsimile on (08) 9214 6611; or by
e-mail at: pssc@opssc.wa.gov.au or
visit our web page at: www.wa.gov.au/opssc

The Code of Ethics as established by the Commissioner for Public Sector Standards is applicable to all state government agencies, which includes Polytechnic West. The Agency fully supports and promotes adherence to the Code by our staff.

If you require any further information about the Code of Ethics, contact your Personnel Officer in Human Resources.

Should you be concerned about any activity or action by Polytechnic West employee(s) that could contravene the Code of Ethics, please refer the matter to Mr Jeff McDonough, Director Organisational Development on 9267 7251.

PUBLIC SECTOR STANDARDS IN HUMAN RESOURCE MANAGEMENT

RECRUITMENT, SELECTION AND APPOINTMENT

The recruitment and selection of staff for positions within the Polytechnic West is governed by a set of standards established by the Office of the Public Sector Standards Commissioner. The objective of these standards is to establish "a field of eligible people from whom the most suitable and available people are selected and appointed" and they are applicable to all promotional positions.

The Standard

The minimum standard of merit, equity and probity is met for recruitment, selection and appointment if:

- **A proper assessment matches a candidate's skills, knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity.**
- **The process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.**
- **Decisions are transparent and capable of review.**

While there is no appeal process based on merit, applicants have the right to lodge a grievance against any alleged breach of the above standards for appointments of more than 6 months duration. After receiving notice of the Selection Panel's appointment decision, applicants have the opportunity to seek feedback on their application/interview. After obtaining the feedback from the selection panel any applicant who identifies a breach of the standards can then submit a written complaint documenting the breach and request a review of the appointment decision.

Further details on this process will be available in the letter to applicants advising of the Selection Panel's appointment.