



## DEPARTMENT OF ENVIRONMENT AND CONSERVATION

# JOB APPLICATION KIT

Thank you for your interest regarding an advertised vacancy with the Department of Environment and Conservation (DEC).

As one of Western Australia's largest State Government agencies, DEC offers exciting and challenging career opportunities across a range of functions, including biodiversity conservation, visitor services and environmental management. In addition, we provide attractive salaries, family-friendly working arrangements, high quality learning and development programs, an attractive salary packaging scheme, comprehensive health and lifestyle programs, subsidised corporate wardrobe, national park entry pass and opportunities to work in iconic locations throughout the State.

If you would like the opportunity to work for an organisation that makes a difference and is committed to protecting and conserving our environment, then we would like to hear from you.

**Please read the following information carefully to ensure that you provide enough detail in your application and at interview (if selected) to demonstrate your ability to meet the selection criteria, and your suitability for the role in which you are interested.**

**Please refer to the checklist at the top of page 4 to ensure you have included all necessary information with your application.**

Note that only information provided during the selection process, e.g. in your written application, at interview etc. can be considered by the selection panel in making the selection decision. Although panel members may have prior knowledge of your skills and abilities due to a current or previous working relationship, this cannot be taken into consideration (other than through reference checking) because it is knowledge that has been obtained outside of the selection process.

### **Preparing your application: What to include**

Your application should include all of the following:

1. Application Form
2. Curriculum vitae
3. Statement addressing the selection criteria specified in the Job Description Form (JDF)

#### **1. Application Form**

You will need to complete an application form, ensuring that all of the requested information is included. The form is available for download from the WA Government Job Board at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) or can be forwarded to you by post at your request (refer to advertisement for details).

If you have a qualification from overseas we suggest that you provide information on its status in Western Australia. Contact the Overseas Qualification Unit within the Western Australian Development Centre on (08) 9224 6500 for advice.

Your application form must identify the requested number of referees who can provide information on your recent work performance. If possible, one of the referees should be your current supervisor. It is suggested that you contact all referees as a courtesy and ask if they are willing to provide a referee report prior to nominating them on your application form.

All correspondence regarding your application will be sent to the postal or email address specified on your application form, so it is important that you advise us of any changes. Please check regularly to see whether any correspondence has been delivered to your nominated address(es).

## 2. Curriculum Vitae

In addition to addressing the Selection Criteria, you will need to supply a Curriculum Vitae (CV) which includes the following:

- Personal details such as place of residence, contact telephone numbers, residency status;
- Details of your academic qualifications and/or professional training;
- A brief description of your work history/experience, documented from most recent to least recent;
- Copy of your qualification(s);
- Brief description of your achievements or accomplishments relevant to the position.

## 3. Statement addressing the selection criteria

**This is an important part of your application. You should not rely on the information in your application form and resume alone to demonstrate your suitability for a position. You will need to provide a written statement addressing the selection criteria with your application, as specified in the Job Description Form (JDF) attached to the advertisement.**

Selection criteria are the competencies that are necessary for, or would greatly assist in the performance of the position. These are listed in the Job Description Form (JDF) and are essential unless otherwise indicated as preferable or desirable.

Providing a written statement addressing the selection criteria is your opportunity to demonstrate to the panel your experience, knowledge, values and skills relevant to the position.

### ***Do I have to address all of the selection criteria in my written application?***

Please refer to the section on Selection Criteria in the JDF to see which selection criteria you are required to address and submit as part of your written application. Essential criteria that you are not required to address as part of your written application will be assessed at some stage during the selection process and desirable criteria will be assessed as appropriate.

### ***How should I demonstrate that I meet the selection criteria?***

We suggest that you use each of the selection criteria to be addressed as headings, and state your claim relevant to each particular criterion underneath.

The information below should provide some guidance on how to address most criteria.

Under each criterion, start with a positive claim that you possess the required skill, knowledge, experience, etc.

Where the criterion relates to a skill or ability, follow this up with a brief description of some situations where you have used this in your work, in a way that demonstrates your understanding of the criterion in the context of the position. (Try to make this as relevant to the duties of the advertised position as possible – refer to the duty statement of the JDF.) Then provide at least one detailed example of a time where you used that skill effectively, including the outcome. Finish your response positively with a statement that links your skills to one or more of the duties/responsibilities in the duty statement of the JDF.

Where the criterion relates to knowledge or understanding, describe briefly what you know, where/how you gained this knowledge, how you maintain/update it, and how it relates to the duties of the advertised vacancy. Where possible, provide at least one example of how you have applied it in a past situation, and finish with a statement that indicates you will be able to do so in the advertised position.

Where the criterion relates to experience, you should provide information about where and when you have worked that is particularly relevant to the position. Outline the duties you undertook (as these relate to the type of experience required), mentioning any noteworthy responsibilities and achievements, and providing some specific examples of what you actually did. Conclude your response with a statement indicating that your past experience will enable you to undertake the advertised vacancy effectively.

***Do I have to meet the desirable criteria as well as the essential criteria to be considered for a position?***

Although applicants will generally need to demonstrate that they meet the essential criteria in order to be offered appointment to a position, they are not required to meet the desirable criteria. Nevertheless, where possible, you should provide a written response to any desirable criteria that are listed in the JDF as being required to be addressed. Applicants who are able to meet both essential and desirable criteria are likely to be more competitive.

***I am not sure what a particular criterion means – what should I do?***

All DEC advertisements contain the number and contact details of a person (generally a member of the selection panel) to whom such queries and requests for further information should be directed.

***How can I find out whether my qualification is an approved equivalent to an essential qualification criterion?***

If you would like to know whether your qualification is applicable to the position you are applying for, it is recommended that you seek advice from the contact person in the DEC advertisement.

***The JDF lists a criterion that makes reference to EEO and diversity – how should I address this?***

In Western Australia, the key piece of legislation that relates to equal employment opportunity (EEO) is the WA Equal Employment Opportunity Act. In general, you do not need to have knowledge of this particular Act (note that similar legislation applies federally and in other states of Australia), but will be required to demonstrate that an understanding of EEO and diversity involves recognising and valuing the variety of backgrounds, perspectives, beliefs, knowledge, and skills that people bring to an organisation, and that it is unlawful to harass and/or discriminate against others in the workplace on grounds that include age, gender, race, impairment, religion, marital status, family responsibility, and sexual preference.

If you are required to address this criterion in your written application, it is suggested that you include information on how you came by your knowledge (e.g. training course, research, induction, etc.), how you applied this in your workplace (e.g. in the way you treated customers, staff, etc.) and, where possible, a specific example. In the case of supervisory positions, you could include information on what action you have taken to ensure that staff adhere to EEO and diversity principles and practices.

Note that jobs which list a number of EEO and diversity related-activities in the JDF may require an approach that has a somewhat different focus – refer to the duty statement of the JDF for guidance.

For further information, you might like to visit the Western Australian Equal Employment Opportunity Commission website at <http://www.equalopportunity.wa.gov.au/discrimination.html>.

## CHECKLIST

Before finalising lodgement of your application, please check and ensure that you have completed all three of the following:

- Application form
- Curriculum Vitae
- Statement addressing the selection criteria

### Lodging your application

There are two ways you can submit your application. You may apply online via the WA Government Job Board at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Click on the position title you wish to apply for and follow the instructions. Applicants are encouraged to apply online whenever possible.

Please note that if you apply online, all documents attached to your application should be in MS Word, rtf or PDF form.

If you experience any difficulties in submitting your application please contact the Recruitment Officer for assistance on (08) 9334 0222 before the vacancy closes.

If you do not have internet access you can apply by submitting your application in hard copy as detailed below.

Hard copy applications should be stapled in the top left hand corner with the application form being the top document. Please do not submit applications in plastic or cardboard folders.

**Your complete application must be received by the Recruitment Officer at the Department of Environment and Conservation's Kensington office (see address below) by the deadline specified on the closing date. Please note that late or pro-forma applications will not be accepted.**

It is your responsibility to ensure your application is received before the closing time.

If you are applying for multiple positions, please submit a separate application for each position, ensuring the relevant position number is clearly marked.

If you are applying for a single position that is advertised at *more than one level*, please indicate clearly which level(s) you wish to be considered for.

Your complete application is to be marked:

**“Confidential Advertised Vacancy”**

and submitted to:

Recruitment Officer,  
Department of Environment and Conservation  
Locked Bag 104,  
BENTLEY Delivery Centre WA 6983

**BEFORE** the closing time and date specified in the advertisement.

Please note that the Bentley Delivery Centre is a postal centre and not located at the department's premises. **If you would like to hand deliver your application**, please do so to Reception, Department of Environment and Conservation, 17 Dick Perry Avenue, Kensington, WA.

### International applicants

If you are an international applicant and/or not currently eligible to work in Australia, please visit <http://www.dec.wa.gov.au/about-us/working-at-dec/looking-for-a-change-of-environment.html> . Select Additional Information for information on how you may become eligible to work in Australia for DEC, or contact one of our recruitment team on (+618) 9334 0222.

## **Preparing for an interview**

The following information is provided to assist you in your preparation if you are selected for interview:

- If you are contacted for an interview you may wish to ask who will be on the selection panel and what each member's job title is. This will provide you with some familiarity with the panel. Panels will typically comprise three people but this may vary according to the position.
- Please bring your original documents (i.e. degree, diploma) to the interview for sighting. Remember not to send originals with your application.
- It is possible that the selection panel may also ask you to take a test or perform an exercise as well as interview you. You will generally be informed prior to the interview if an additional form of assessment will be used.
- The questions asked in the interview will relate to the selection criteria for the position.
- To prepare yourself for interview questions read the JDF, selection criteria, and your application carefully, then focus on the selection criteria and think of specific examples where you applied the relevant skills and abilities. You may also want to think about the duties of the position, how you would perform them and what problems you might encounter.
- If you have any relevant reports or documents you have prepared which provide examples of your skills and abilities, arrange to present these at the interview.

## **During the interview**

- Never assume that a panel member knows your suitability for the position.
- Always ask for clarification on a question if you do not understand the question or are unsure of the information the panel is seeking.
- Do not feel compelled to answer straight away and where possible, relate your answer to your own experiences. Answer questions fully.
- Ask the panel any questions relevant to the position or the organisation.

## **Notification and feedback**

Please note that even if not selected for an interview, you will not usually be advised that your application was unsuccessful until interviews have been conducted and a recommendation made. This delay in notification is to ensure that all applicants are advised of the outcome at the same time and provided with the opportunity to submit a breach claim if they believe there has been a breach in the Employment Standard, as provided for in the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 (see further details below).

All applicants, regardless of whether they were granted an interview, are encouraged to seek feedback on their performance for future reference. You will receive details of a contact name and number for feedback in your notification letter.

## **Submitting a breach claim**

DEC is committed to meeting the Public Sector Employment Standard as detailed at Appendix 1.

All applicants can expect that the compliance requirements of this standard will be adhered to throughout the selection process. However, If you believe that the selection process has breached the standard, and that you have been adversely affected as a result, you can submit a breach claim.

Please note that a claim cannot be lodged to review the merits of the unsuccessful applicant against the recommended applicant.

Note also that a claim can only be lodged under circumstances where an applicant is eligible to do so. For further information visit the department's website at:  
<http://www.dec.wa.gov.au/content/view/6435/2365/>

Details of how to lodge a claim are provided to unsuccessful applicants at the conclusion of the selection process when letters advising of the recommendation are sent.

All claims must provide full details in writing and be received by the specified date. It is the claimants' responsibility to ensure that any claims are received before the closing date.

## **Similar appointments register**

Details of unsuccessful applicants who have been assessed as suitable for appointment may be recorded on the department's similar appointments register. Such applicants may be offered appointments to similar roles in the department over the following 6 months, should any arise. Where applicable, further details will be provided in your notification letter.

## **EEO and diversity objectives**

In accordance with our corporate objectives of maintaining community involvement and support, and improving the way we do business, DEC has developed an Equity and Diversity Management Plan. The plan aims to provide for effective management of our diverse workforce, to assist us in meeting diversity objectives and to enable us to meet our statutory obligations under the *WA Equal Opportunity Act, 1984*. The plan identifies Indigenous Australians, women, people with disabilities, people from culturally diverse backgrounds, and youth as key groups who are under-represented and/or unevenly distributed in the department. These areas require particular focus in terms of recruitment and retention.

**Thank you for your interest in this job opportunity with the Department of Environment and Conservation.**

**References** White, L 2007, *Write a winning job application: A guide to responding to selection criteria*, 4<sup>th</sup> edn, Lloyd White, Perth.

## THE EMPLOYMENT STANDARD

The Employment Standard applies when filling a vacancy (by way of recruitment, selection appointment, secondment, temporary deployment (acting) and transfer) in the Western Australian Public Sector. It requires compliance with the following four principles when filling a vacancy in the WA Public Sector:

### Merit principle

- The Western Australian Public Sector makes employment decisions based on merit. Merit usually involves the establishment of a competitive field.
- In applying the merit principle a proper assessment must take into account the extent to which the person has the skills, knowledge and abilities relevant to the work related requirements and outcomes sought by the public sector body, and if relevant, the way in which the person carried out any previous employment or occupational duties.

### Equity Principle

- Employment decisions are to be impartial and free from bias, nepotism and patronage.
- For secondment the employee consents.
- For transfer employment conditions are comparable.

### Interest Principle (applies to secondments, transfers, acting).

- Decisions about an employee's secondment, transfer or acting take account of the employee's interests and the work-related requirements of the relevant public sector body.

### Transparency Principle

- Decisions are to be transparent and capable of review.