



About SMAHS

The South Metropolitan Area Health Service (SMAHS) is the fastest growing health service in Western Australia. SMAHS oversees comprehensive tertiary, secondary and primary-level health care services across 16 local government regions in the metropolitan area south of Perth.

SMAHS is undergoing strong growth, including the planning and building of WA's leading tertiary facility, the 600-bed Fiona Stanley Hospital in Murdoch.

SMAHS consists of:

- two tertiary teaching hospitals
 - Royal Perth Hospital
 - Fremantle Hospital and Health Service
- five secondary hospitals
 - Rockingham General Hospital
 - Armadale Health Service
 - Bentley Health Service
 - Kaleeya Hospital
 - Murray District Hospital and Health Service
- comprehensive population health, aged care and rehabilitation, community health and mental health services.



Map of SMAHS with hospital locations. Source DoH 2007

SMAHS provides job security, state-of-the-art health services and rewarding employment opportunities in a work environment where we understand the need for balance between work and life for our employees.

Your career in SMAHS

Some of the highlights:

- Professional working environment and culture
- Rewarding and challenging work roles
- Strong team work focus, sharing and improving skills
- Leadership and professional development programs
- Gain experience in a broad range of clinical areas
- Education and training opportunities in specialty areas
- Flexible work and leave arrangements
- Opportunities for career advancement
- Make a difference in someone's life
- Support provided for staff
- Work close to home

Further information on the benefits of employment with SMAHS and a guide to the recruitment and selection process is provided on the following pages.

Working with us



Working with us

SMAHS employees receive a competitive, award based salary plus 9% employer contributed superannuation. Employees are also entitled to a range of other benefits including:

Generous salary packaging

Salary packaging enables you to buy everyday items out of your pre-tax salary rather than your after-tax salary, leaving more money in your back pocket. Items available to package include superannuation, laptops, cars, meal entertainment, general living expenses, loan/mortgage repayments, rent, credit card payments and education resources. (Limits and varying FBT conditions apply depending on the item to be packaged, and you should seek advice from your financial advisor). Visit www.smartsalary.com.au and www.paradigmtsm.com.au for more information from SMAHS's salary packaging providers.

Professional development opportunities and study leave/assistance

SMAHS has a strong commitment to professional development and learning opportunities.

Staff clubs

Many of the SMAHS hospitals have active social and/or wellness clubs.

Support for staff

Through the Employee Assistance Program staff and their family can access free confidential counselling for personal and work related matters. Flexible working options are also available depending on operational requirements. These options may include:

- flexible start and finish times
- accrued or rostered days off
- 9 day fortnight or 19 day month
- part time work or job share arrangement
- phased retirement.

Flexible leave options

These leave options are available for employees:

- Personal leave, which provides you with flexible fully paid leave for a variety of personal purposes such as sick leave and carers leave.
- Long service leave. Employees are entitled to 13 weeks long service leave every 7 or 10 years of continuous service, depending on the applicable industrial award/agreement.
- Paid parental leave for 14 weeks, with options on how and when you return to work.
- Additional 10 weeks of purchased leave, depending on the applicable award/agreement. This gives you enough leave for all the school holidays or to go on an overseas holiday (availability dependent on operational requirements).



Your application

Read the job advertisement carefully for instructions on how to apply. More information on completing and lodging your application is available in 'WA Health Information Package: Guidelines to applicants - Advertised Vacancy Information Package' (refer to the online advertisement, www.jobs.health.wa.gov.au).

The selection process

The selection process will vary between positions, however a general outline is provided below of what you may expect when applying for a position with SMAHS.

Shortlisting

We examine the information in your application and make an initial selection of the applicants that may be suitable for the position. If you are one of the applicants shortlisted we will contact you to arrange an interview to further assess your suitability in relation to the position.

Interviews

The next step involves further examination of your knowledge, skills and experience in relation to the requirements of the position. This usually occurs in a face to face interview with the person who would likely become your direct supervisor, and possibly other people who have an understanding of the requirements of the position.

Where it is relevant to the job you are applying for, you may be asked to bring work samples, give a presentation or demonstrate your ability to complete a task. In some cases this step may occur by telephone. Any variation of this kind will either be clearly displayed on the job advertisement or you will be advised by phone or in writing.

Referee checks

Before appointing a candidate to a position, we contact the nominated referees to discuss the candidate's ability to do the job.

Decision time

We gather the evidence collected throughout the process and determine the candidates who have proven to meet the requirements of the position. Where there is more than one suitable applicant we will assess the applicants against the work related requirements as well as the business and diversity needs of SMAHS.

The selection outcome

We will notify all applicants in writing of our final decision, including those applicants who did not get shortlisted.

If you got the job, congratulations! You have been selected to join the dedicated workforce in SMAHS. We hope your employment is rewarding. Your letter will notify you of any additional pre-employment requirements. Depending on the circumstances of your recruitment your appointment may be subject to a Public Sector Standards breach period. Your appointment will be confirmed if no breach claim is lodged. The overwhelming proportion of appointments are made without a breach claim.

If you were not successful this time, we thank you for your time and effort in applying for the position. There will be more employment opportunities in the future so do not be discouraged. Keep looking on the WA Health jobs website, and telephone the contact person nominated in your letter for constructive feedback about your application. The feedback may be valuable for you for job applications with SMAHS or another organisation in the future.