

Western Australian Museum as an Employer

The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.

The purpose of the Western Australian Museum is:

- ◆ to collect, preserve, investigate, document and showcase the enormous wealth and diversity of this State's fauna, geological and meteoritic resources, as well as its social and maritime history, in order to understand and value the past, enhance and attend to the present and respond to the challenges of the future;
- ◆ to enrich Western Australia's cultural life through a platform of sharing the unique stories of Western Australia's people, land and sea and the State's role in the region and the wider world;
- ◆ to integrate strategic collection and research activities with exhibitions and public programs that are educational, experiential, exciting, entertaining and innovative; and
- ◆ to inspire discovery across diverse audiences, offering a forum to engage in debate and question issues that are important to, and impact on, society and the community.

Our vision embraces the development of a new Museum for Perth and it will be recognised for the new methodologies used to present information about Western Australia's unique stories – its land, history, people and role in the region – to the world. The proposed new Museum will be a hub for communication about the natural sciences, history and Museum practise and development in Western Australia. The new Museum will include the infrastructure and resources to support, enhance and complement all other sites of the Western Australian Museum and our programs across the State. It will be a place of discovery, discussion and debate about the past and future. This is a time of great change and an exciting challenge for the organisation.

Department of Culture and the Arts

The Department of Culture and the Arts (DCA) is the State Government agency responsible for supporting the management and development of arts and culture in Western Australia.

The DCA brings together the Culture and Arts Portfolio which encompasses the following portfolio agencies as well as the Department:

- ◆ Art Gallery of Western Australia www.artgallery.wa.gov.au
- ◆ Perth Theatre Trust www.perththeatretrust.com.au

- ◆ ScreenWest
- ◆ State Library of Western Australia
- ◆ State Records Office
- ◆ Swan Bells Belltower
- ◆ Western Australian Museum

www.screenwest.com.au

www.slwa.wa.gov.au

www.sro.wa.gov.au

www.swanbells.com.au

www.museum.wa.gov.au

The Culture and Arts Portfolio collectively employs approximately 900 people. We are committed to developing an equitable and diverse workforce which is representative of the Western Australian community at all levels of employment and enables employees to combine work and life responsibilities. Indigenous Australians, people from culturally and linguistically diverse backgrounds, people with disabilities, mature workers and young people are encouraged to apply for positions within the Portfolio.

Benefits of Working with the Western Australian Museum

Working with us will reward you with the variety, interest and career opportunities that you are seeking. As well as an attractive salary, we offer a range of other benefits to assist employees achieve a work/life balance and their longer-term career objectives.

Some of the benefits and entitlements we offer are:

- ◆ Flexible leave entitlements including 13 weeks long service leave accessible after 7 years; the option to purchase up to an additional 10 weeks annual leave per year or take up our deferred salary scheme and take 12 months paid leave after working 4 years at reduced pay; all in addition to 4 weeks annual leave per year (with 17.5% leave loading).
- ◆ Work life balance options including flexible work time, part time and job share arrangements, phased retirement options and paid parental leave. The Portfolio also provides access to an Employee Assistance Program.
- ◆ Learning and development opportunities such as options to act in various positions throughout the Portfolio with similar or higher responsibility and pay levels, specific training as required, and study leave for approved courses.
- ◆ Salary benefits including 9% superannuation contributions on top of the stated salary and salary packaging options.
- ◆ Other benefits including a 15% discount at the Museum Shop and free or discounted entry to certain exhibitions.

Please be aware that the benefits and entitlements offered to you may differ slightly depending on your position and the Award or Agreement under which you are employed.

Preparing your Written Application

The Culture and Arts Portfolio's recruitment and selection processes are open and competitive, free of bias, discrimination, nepotism or patronage.

Eligibility

Prior to commencing your application please ensure you meet the following requirements:

1. You are required to have permanent resident status in Australia to be eligible for permanent appointment to the Public Sector. To be eligible for a fixed

term appointment within the Public Sector you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.

2. Public Sector employees who have accepted a voluntary severance package are not eligible for an appointment for the period of the severance and leave payments.

Components of your Application

Start preparing your application by carefully reading the advertisement and the work-related requirements (or selection criteria) detailed in the Job Description Form (JDF) for the position. The JDF is available for download with the job advertisement on the Jobs WA website www.jobs.wa.gov.au.

The selection criteria are the knowledge, skills and experience considered necessary to successfully perform the duties of the position. Make sure you read the job advertisement carefully to identify how the selection criteria are to be addressed. You may be asked to respond to the selection criteria within your resume, to submit separate responses addressing each selection criterion, to write a statement describing your suitability for the position, or to answer a series of questions relating to the selection criteria. It is important to comply with format and length specifications when responding to selection criteria as this may affect whether you are shortlisted for the role.

Application for Advertised Vacancy Form

A fully completed application form must be included with your application. The form is available for download with the job advertisement on the Jobs WA website www.jobs.wa.gov.au. Your information can be directly typed into the form.

Resume / Curriculum Vitae

Your resume is an essential component of your application. For the purposes of your application your resume should contain the following information:

- ◆ Personal details such as full name, address, contact telephone numbers and email addresses.
- ◆ Employment history starting with your most recent position. Include approximate dates, name of employer, position title and details of your main duties and achievements in each of the positions. If you are not required to prepare separate responses to the selection criteria it is particularly important that your resume contains your main achievements which demonstrate your ability to meet each selection criterion.
- ◆ Education and training achievements, including any you are currently undertaking.
- ◆ Achievements, accomplishments or activities you have undertaken outside of work which are relevant to the advertised position.
- ◆ Additional information such as first aid certificate or drivers license.
- ◆ Nominate two referees. Provide their names, their relationship to you and their contact details. The people you nominate should be able to comment directly on your abilities and previous experience in a work situation. It is recommended that you advise your referees in advance that they may be contacted with regard to your application.

Claims against Selection Criteria

If you are required to prepare separate responses addressing the selection criteria, use each selection criterion as a heading and outline your relevant claims and experience separately against each criterion. Give examples which demonstrate how you are able to meet the criterion including the types of tasks you have undertaken and the results you achieved. You may also draw upon any outside experiences or activities, such as a position on a committee or studies undertaken, that would be relevant to your performance in the position.

A common framework for structuring your examples is SAO (Situation, Action, Outcome). By completing this framework you will help guide the reader toward a full understanding of your past experience.

The length of your responses will depend on the level of the position you are applying for but generally comments should not be longer than one or two paragraphs per criterion.

Covering Letter

A covering letter is not needed with your application unless specified in the job advertisement. However, if you believe a covering letter which explains your interest in the position will enhance your application you are welcome to submit one.

If specified in the job advertisement, your covering letter may be used to demonstrate how your knowledge, skills and experience would be relevant to your performance in the position, keeping in mind the selection criteria. In this case you do not need to use each criterion as a heading.

Photocopies of Formal Qualifications

Copies of qualifications do not need to be sent with your application. If a formal qualification is one of the essential requirements then the recommended applicant will be requested to present certified copies of their qualifications prior to their appointment being confirmed.

National Police Certificate

A number of positions within the Culture and Arts Portfolio have been identified as requiring police record screening. If this is required it will appear as a condition of employment in the JDF. Disclosure of any pending charges is also mandatory. Previous criminal conviction or pending charges will not necessarily preclude employment.

Do not send your National Police Certificate with your application. If you are the recommended applicant you will be requested to provide a National Police Certificate prior to your appointment being confirmed. You will be required to meet the cost of the certificate. All National Police Certificates will be treated confidentially.

For more information on police record screening refer to 'Our Services' on the WA Police website www.police.wa.gov.au.

Working with Children Check

A number of positions within the Culture and Arts Portfolio have been identified as requiring a Working with Children Check. If this is required it will appear as a condition of employment in the JDF.

Do not send your Working with Children Check with your application. If you are the recommended applicant you will be requested to provide a Working with Children Check prior to your appointment being confirmed. You will be required to meet the cost of the certificate. All Working with Children Checks will be treated confidentially.

For more information on Working with Children Checks refer to www.checkwwc.wa.gov.au.

Medical and Physical Screening

There are a number of positions within the Culture and Arts Portfolio which have been identified as requiring a satisfactory pre-employment medical and physical screening. If this is required it will appear as a condition of employment in the JDF. A medical or physical condition will not necessarily preclude employment.

The responsibility for organising and meeting the cost of the pre-employment medical and physical screening may fall on the applicant or the agency so confirm with the contact person before applying. All results will be treated confidentially.

Duty to Disclose Information

There is an onus on you, as an applicant, to inform the Culture and Arts Portfolio of matters which may impact on your ability to perform the duties of the position which you are applying for. Such matters may include, but are not limited to: health, workers compensation claims, qualifications and experience.

The disclosure of relevant matters that impact on your ability to perform the duties of the position is not a barrier to the consideration of your employment. The Portfolio is an equal opportunity employer and efforts will be made, where appropriate, to accommodate special needs. However, non-disclosure of such matters may have an adverse effect on your employment if discovered at a later time.

Submitting your Application

If you are submitting a hard copy application please submit your original application plus one copy (that is, two sets in total). Staple your application in the top left hand corner with the application form on top. Where it is not possible for your application to be typed, please ensure your handwriting is neat and legible. Please do not submit your application

in a plastic or cardboard cover. If you would like us to acknowledge receipt of your application, complete the acknowledgement slip at the bottom of the application form. If you do not complete the slip no acknowledgement will be made on receipt of your application. Please mark the envelope containing your application with “CONFIDENTIAL – ADVERTISED VACANCY”

It is your responsibility to ensure that your application is received by Human Resources by the stated closing time and date in the advertisement. Therefore you must allow sufficient time for postage or electronic submissions of your application to arrive prior to the specified closing time. If you are submitting an electronic application allow for system down time or service provider problems.

Please note pro forma or late applications cannot be accepted.

Lodging your Application

Email to: dcajobs@oss.wa.gov.au

Post to: Director Human Resources
Department of Culture and the Arts
PO Box 8349
Perth Business Centre
PERTH WA 6849

In person to: Director Human Resources
Department of Culture and the Arts
7th Floor, Law Chambers Building
573 Hay Street
PERTH WA 6000

The Selection Process

A selection panel shortlists applications against the work-related requirements (or selection criteria) and invites competitive applicants to a further assessment. If you are successful in the first phase of assessment you should hear from us within three weeks of the closing date and you will usually be given at least three days notice before your further assessment. If not short listed, you will usually be advised after the recommended person is endorsed.

Once the second phase of assessment is complete the panel prepares a selection report detailing the selection process and the recommended applicant. All applicants will be notified in writing and advised of the results of the selection process after the

recommendation is endorsed. It is anticipated that you will be notified about the outcome of the selection process within eight to ten weeks of the closing date. If there is an unanticipated delay, you will be advised.

Should you be the recommended applicant to a position your relevant qualifications and certificates will be verified prior to appointment. If you were not the recommended applicant, you will be provided with contact details of a panel member who can give you feedback about your application. You are encouraged to seek this feedback as it can help you with future applications.

If there are insufficient numbers of potentially suitable applications to meet the organisation's business needs following the initial shortlisting assessment we may continue to search to increase the pool of applications after the closing date. If so, the closing date will be extended and applicants will be advised of the new date and that they may submit a revised application. The position may be readvertised.

Further Assessment

If you are contacted for further assessment, please advise the Chairperson of the panel if you have any concerns, questions or special needs.

Further assessment usually takes the form of an interview but you may also be requested to complete other work related tasks such as responding to a case study, giving a short presentation on a prescribed topic or participating in a group discussion or problem solving exercise with other applicants. You will be given time to prepare for such an exercise and it will be related to the requirements of the position for which you have applied.

The selection panel will usually consist of three people. The panel will be looking for your ability to meet the requirements of the job. All questions and tasks will relate to the selection criteria and will ask that you draw on previous experience or knowledge to answer the question or complete the task appropriately. Each applicant will be asked the same questions and be required to complete the same assessment tasks.

In preparation for your further assessment, please consider the following:

- ◆ Re-read your application and the job description beforehand.
- ◆ Focus on the work-related requirements and think of examples of situations where you applied the relevant skills and abilities.
- ◆ Do not assume that the panel knows about your suitability for the job, even if you have worked with them, or have previous experience in the position you have applied for.
- ◆ Think about your answers to interview questions – take the time to prepare your reply and if you do not understand the question always ask for clarification before providing a reply.
- ◆ During the assessment, the selection panel may write notes whilst you are talking. Do not be put off by this or feel that you need to keep talking. The panel will ask for more information if they need to.
- ◆ Feel free to question the panel about the position or the organisation.

Breach of Public Sector Standards

The Employment Standard requires four principles to be complied with when filling a vacancy:

- ◆ 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. Decisions about an employee's secondment, transfer or acting take account of the employee's interests and the work-related requirements of the public sector body.
- ◆ Transparency principle. Decisions are to be transparent and capable of review.

If at any time you feel your application is not being dealt with fairly, you are encouraged to discuss your concerns with the Chairperson of the selection panel.

You have the right to lodge a Breach of Standard claim within four working days of receiving advice of the employment decision. The panel may choose to extend the breach period and if so you will be notified. Please be aware that a Breach of Standard claim must be based on dissatisfaction with the recruitment and selection process that has taken place, not the outcome of the process.

Further information about the Employment Standard is available from the Public Sector Commission website www.publicsector.wa.gov.au.

Further Information

If you have any further questions regarding the position for which you wish to apply please contact the person nominated in the job advertisement. Alternatively, contact the Recruitment Officer on (08) 9258 0655 or email dcajobs@oss.wa.gov.au