



GOLDFIELDS

Institute of Technology

...your local *TAFE*



OPPORTUNITIES BEGIN HERE



WHO WE ARE

Goldfields Institute of Technology is dedicated to the delivery of flexible and innovative training, creating the leaders of tomorrow and collaborating with industry and the community to support students as they embark on a journey of growth and discovery.

Our focus is to deliver industry relevant, practical training to ensure graduates are job ready. We offer a range of nationally recognised qualifications from Certificate I to Advanced Diploma and a variety of short courses.

Our values underpin the culture of the Institute and are embedded into our corporate behaviour and decision making. In achieving our purpose of "delivering flexible, innovative training opportunities" we act in regard to the following values:

- Leading the Way
- Being Connected
- Demonstrating innovation and flexibility
- Taking ownership
- Being enthusiastic

WHY WORK FOR US?

Goldfields Institute strives to be an employer of choice, providing staff with an excellent working environment and various professional development opportunities. Goldfields Institute acknowledges the importance of skilled, knowledgeable staff and are dedicated to continually developing our employees. Goldfields Institute is driven to be a leader within our region and is cementing its place as an innovative and flexible training provider.

Benefits of working for the Goldfields Institute of Technology include:

- Career and professional development opportunities.
- Opportunities to negotiate flexible working arrangements - including part time and job share arrangements.
- Generous leave entitlements.
- Generous district allowance (including dependents) and Relocation Packages where specified.
- Salary packaging opportunities.
- Access to subsidised housing where specified.
- Services available for staff and their families including an Employee Assistance Program and Corporate Gym Memberships.



ESPERANCE'S FAMOUS BEACHES



KALGOORLIE'S WORLD CLASS GOLF COURSE

WHERE WE ARE

Goldfields Institute is made up of two campuses in Kalgoorlie-Boulder in the north-east and one campus in Esperance in the south. With the spectacular mining and resources hub, that is Kalgoorlie-Boulder, to the agricultural and tourism mecca that is Esperance, these locations could not be more different.

Located 600km north-east of Perth, Kalgoorlie boasts historic buildings and character pubs reminiscent of more than a century of gold rush history. Today it is a modern outback city, with a vibrant industry and business community.

Esperance sees tourism, agriculture and fishing steer the economy of this stunning coastal community. Esperance, located 720 kilometres south-east of Perth, boasts picture perfect coastal scenery with squeaky white sand and turquoise water.

WRITING YOUR APPLICATION

It is important that you read the job advertisement carefully. Application instructions may vary depending on the type and nature of the vacancy advertised.

The advertisement may require you to submit the following:

- A resume or CV
 - A covering letter or written application addressing specific selection criteria
- OR
- A covering letter where you are asked to summarise your skills and abilities relevant to the vacancy

Please be aware that some advertisements will specify a preferred length of the covering letter or written application. Please do not exceed this length. Minimise the use of pictures and graphics in attachments as these will affect the size of your application and may prevent it from being submitted electronically.

REFEREES

Ensure that your resume or CV includes details of at least two (2) business referees who are able to comment on your skills, abilities and work performance relevant to the job you are applying for. At least one (1) of the referees should be a current or most recent supervisor. It is recommended that you contact your referees to seek their agreement prior to nominating them. If you have nominated a referee who is a member of the vacancy selection panel then you must also nominate a referee external to the panel.

SELECTION CRITERIA

Selection criteria are the factors against which applicants are assessed to determine their relative merit for a position. When asked to address selection criteria, this will become the most important aspect of your application. To be considered for an interview, you will need to demonstrate to the panel that you meet all of the essential selection criteria and key position requirements; these are the work related requirements for the position. Applicants who demonstrate that they meet all of the essential criteria are considered competitive. The panel will consider only the most competitive applicants for interview.

The key to addressing selection criteria is to demonstrate capability by providing evidence of how you meet the selection criteria, provide specific details and examples and where possible, include an indicator of success or result.

Following is a method generally used when addressing selection criteria:

Situation - provide a brief outcome of the situation or setting

Task - outline what you did

Approach or action - outline how you did it

Result - describe the outcomes

Ensure that your application is clear and easy to read, check grammar and spelling and remember do not assume the panel knows anything about your abilities – even if you have worked with them in the past. For further hints and tips on writing your resume or application, please visit:

- www.jobs.wa.gov.au/applications
- OR
- www.gettingajob.dpc.wa.gov.au

SUBMITTING YOUR APPLICATION

Pay particular attention to the closing date and time of the vacancy, which will be specified in the advertisement in Western Standard Time (WST). The advertisement will also advise you how to submit your application. Note that your application must be received by the closing date and time as late applications cannot be accepted. You may wish to confirm your application has been submitted by calling HR on (08) 9088 6767 or by emailing applications@goldfields.wa.edu.au.

Ensure that all applications are submitted online through the Jobs WA board. File size must be less than 2MB, as large files are often unable to be delivered via the server. If you are experiencing difficulty, please contact HR Services on (08) 9264 8334 or (08) 9264 8357.

WHAT HAPPENS NOW?

Once your application has been submitted; a selection panel will meet to review and consider applications and determine the method of assessment that will be used to identify the most suitable applicant.

The selection panel is responsible for determining the method of selection which may involve one or more of the following: assessment of written applications, interviews, work-based tests or assessments, referee reports and/or other selection tools. You will be informed of the process to be followed for the vacancy you are applying for.

Once the selection panel has conducted its assessment you will be informed of the outcome of the process and offered the opportunity to seek feedback.

Selection panels are required to assess applicants in accordance with the Commissioner's Instruction: Employment Standard and in particular, the Commissioner's Instruction: Filling a Public Sector Vacancy.

The Employment Standard requires four principles to be complied with when filling a vacancy through a merit selection process:

1 MERIT PRINCIPLE

The Western Australia 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.

2 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.

3 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 relevant public sector body.

4 TRANSPARENCY PRINCIPLE

Decisions are to be transparent and capable of review.

Applicants are advised of the claims process to follow if they believe that the selection panel has not complied with the Standard. Goldfields Institute of Technology's breach period is four (4) days from the date of outcome notifications.

A FEW CONDITIONS

ELIGIBILITY TO WORK IN AUSTRALIA

Only those applicants who are Australian citizens or permanent residents of Australia are eligible to apply for permanent vacancies advertised by the Goldfields Institute of Technology. Temporary visa holders are eligible to be considered for fixed term vacancies; but must hold a temporary work visa that authorises work within Australia for the entire period of the fixed term appointment.

CRIMINAL SCREENING | WORKING WITH CHILDREN CHECK

Successful applicants for positions with the Goldfields Institute will be requested to provide a National Police History Check, specific to WA State Government Employees. For positions involved in child-related work, a Working with Children Check will also be required.