



ADVICE TO APPLICANTS

Who we are

Healthway provides sponsorship to sports, arts and racing organisations to promote healthy messages, facilitate healthy environments and increase participation in healthy activities. Healthway also provides grants to a diverse array of organisations to encourage healthy lifestyles and advance health promotion programs.

The key priorities for Healthway are reducing harm from tobacco, reducing harm from alcohol, reducing obesity and promoting good mental health.

It is requested that applicants have strong personal values aligned with Healthway objectives and purpose.

What we offer

Healthway is an equal employment opportunity employer and encourages Indigenous Australians, young people, people with disabilities, people from culturally diverse backgrounds and women to apply for advertised positions.

We promote family friendly work practices, flexible work conditions and salary packaging.

Healthway offers a well-being program that includes annual health assessments, fruit bowls, seminars on hot health topics, flu vaccinations, co-ordinated activities and an employee assistance program.

To ensure a safe environment for visitors and staff our smoke-free policy includes the work environment and vehicles.

Writing your application

It is important that you read the job advertisement carefully and follow the application instructions.

You must also be able to meet the special requirements of the position as listed in the job advertisement and on the job description.

A great deal of information about Healthway is available on our website at www.healthway.wa.gov.au

Consider how your particular skills and abilities relate to the selection criteria/job related requirements in the context of the vacancy.

The Job Description Form provides more information about the position. For specific enquiries about this role, you are encouraged to contact the nominated officer on the advertisement.

Ensure that your résumé or CV includes details of at least two referees who are able to comment on your skills, abilities and work performance relevant to the job you are applying for.

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

Your CV should contain the contact details of two (2) recent referees from your current or previous employment. At least one of the referees should be a current supervisor. It is recommended that you contact the referee 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 nominate another referee who is external to the panel.

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 contact the person nominated in the job advertisement prior to the vacancy closing to confirm that your application has been received.

In accordance with the external recruitment freeze announced on 21 December 2015, **this vacancy is only open to current permanent (general government) public sector employees as a transfer/secondment/acting opportunity.** Queries regarding eligibility to apply for this vacancy are to be directed to the nominated contact person.

To apply for the job click on the 'Apply for Job' button.

If you are experiencing difficulty please contact the person in the job advertisement for assistance prior to the vacancy closing.

Your application must include:

1	a covering letter addressing each essential criteria/job related requirements. No more than three pages; and
2	a CV or resume

a covering letter addressing each essential criteria/job related requirements. No more than three pages; and

2. a CV or resume.

What happens now?

Once your application has been submitted a selection panel will meet to review and consider applications and determine the method of selection that will be used to select 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 three principles to be complied with when filling a vacancy through a merit selection process:

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.

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.

Transparency Principle

Decisions are to be transparent and capable of review. Unsuccessful applicants will be advised of the process to be followed if they believe that the selection panel has not complied with the Standard. Healthway'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 vacancies advertised by Healthway. 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

Successful applicants for positions at Healthway may be requested to provide a National Police Certificate (less than six months old). A previous criminal conviction or pending charges will not necessarily preclude employment but will be taken into account in assessing suitability for employment with Healthway. Each case will be considered on its merits.

Working with Children Check

For positions involved in child-related work, a Working with Children Check will also be required.

We look forward to receiving your application.

Visit us at: www.healthway.wa.gov.au