



Applicant information:

Overview of employment conditions
and recruitment process



Benefits of working with DAFWA

At the Department of Agriculture and Food, Western Australia (DAFWA) we pride ourselves on making a difference through excellence and innovation to grow Western Australia's world-class agriculture and food sector. We also consider ourselves to be an employer of choice as our department supports initiatives surrounding work-life blend and quality of life initiatives.

Our department endeavours to support staff, their families and the wider community through the provision of a supportive working environment that acknowledges our individual needs, beliefs and values.

Our vision

A progressive, innovative and profitable agriculture and food sector that benefits Western Australia.

oneDAFWA ways of working

Our culture is based on our oneDAFWA ways of working. This helps ensure success for ourselves, our clients and the agriculture and food sector.

Our oneDAFWA ways of working are:

- We promote our vision
- We lead by example
- We innovate to advance industry
- We work collaboratively
- We listen, support and value others
- We build knowledge and networks
- We communicate success

Work-life blend

- Most of our staff work Monday to Friday under a **flexible working hours** arrangement.
- However, by negotiation and as long as operational requirements can be met staff may **vary your working hours, work from home or work part time**.
- Our offices are located throughout the state so it is likely that we can accommodate preferences for metropolitan and country work locations.
- **Free parking** is available for staff at our head office in South Perth.
- Our **Social Club** offers a range of functions, activities and discounts for all members.
- Other benefits at our South Perth office include a **family room, gymnasium and canteen**.



Flexible leave options are available. These include:

- **four weeks of annual leave per year** (more if you work above the 26th parallel)
- **(annual) leave loading of 17.5%**
- **ability to purchase of up to 10 weeks of additional annual leave**
- **flexible access to accrued long service leave**
- **13 weeks' long service leave** for every **seven (7) years** of continuous service
- **personal leave** which provides you with flexible, full pay leave for a variety of personal purposes such as sick leave and carer's leave
- **parental leave, including 14 weeks' paid leave**, with options on how and when you return to work
- **leave for cultural and ceremonial events**
- **employee-funded sabbatical leave.**

Salary packaging

- In addition to the salary offered under the relevant Award, **other benefits** include superannuation, leave loading and access to salary packaging arrangements.
- Salary packaging allows you to use direct pre-tax income towards benefits such as novated car leases, superannuation or laptop computers and reduces the amount of tax you pay, giving you increased disposable income.
- Staff also have choice of superannuation fund.

Personal and professional learning opportunities

DAFWA is committed to helping staff realise their full potential and supports continued professional and personal development via:

- professional development and supported education programs and attendance at conferences
- expressions of interest, mobility placements and acting prospects allowing you to broaden your work experience
- paid and non-paid study leave programs
- inhouse training and e-learning programs
- inhouse leadership and executive springboard programs.

Quality of Life

DAFWA's Quality of Life (QoL) initiative aims to support staff, their families and the wider community. It acknowledges individual needs, beliefs and values. The initiative covers nine areas which we consider impact on employees' quality of life:

1. family
2. health
3. economic
4. work
5. personal growth
6. social
7. recreation
8. security
9. community.





We also provide activities specific to improving our employees' quality of life, including:

- encouraging staff to participate in a wellness program which includes a mix of fun and interesting work and lifestyle events
- access to an Employee Assistance Program. You and your immediate family will be eligible for a free, independent, confidential and professional counselling service
- information regarding wills and estate planning
- encouraging you to become a blood and/or plasma donor by providing paid leave
- providing leave for volunteers of the State Emergency Service, Bush Fire Brigades and Defence Force Reserves
- having a workplace giving program that allows you to donate to your favourite charity from your pre-tax salary using direct debit
- supporting a variety of community efforts, charity days and events throughout the year.

Applying for a job with DAFWA

DAFWA offers a range of agrifood career and employment opportunities throughout Western Australia. We are keen to have representation from the diversity within the community, including women, Aboriginal people and those from culturally diverse backgrounds, young people and people with disability. To support these groups achieving at all levels of the organisation, we provide a number of programs and opportunities to network and develop your skills, talents and careers and are committed to a program of understanding, respecting and appreciating diversity and what it has to offer in our business.

Potential applicants are encouraged to monitor our [website](#) or visit the [WA Jobs Board](#) and apply for any employment opportunities you consider appropriate to your qualifications, experience and area of work interest.

The recruitment and selection process for each position is unique and potential applicants are advised to read all advice relating to the recruitment process, including the job description form (JDF) before applying for a position.

The Additional information for applicants document provides more specific details regarding the recruitment and selection process.

Overview of the recruitment and selection process

1. Submit your application on time

First read the application package, including the JDF which identifies the core essential criteria, then submit an application. A comprehensive and competitive resume demonstrating your suitability to meet the core essential criteria as outlined in the JDF is all that may be required.

2. Further assessment – including interview and reference checking

Shortlisted applicants are generally invited for further assessment (normally within one-to-three weeks of the application period closing). If you don't hear back from us immediately, don't despair. All applicants are contacted, in writing, at the end of the selection process and advised of the opportunity to obtain feedback. This feedback may be valuable and of assistance in future job opportunities with DAFWA. Referee checking is included in this process. An interview is normally conducted, however, other methods may be used if appropriate. You will be advised how you are likely to be assessed should a different selection method be used.

3. Decision time

All evidence gathered throughout the process is assessed to determine which candidates have proven to meet the selection criteria and are available to do the job. Where there is more than one suitable applicant, we will assess the individuals against the core essential criteria having consideration to DAFWA's business and diversity needs. All applicants are notified of our final decision. This generally occurs within two weeks of the interviews being completed.

4. I've got the job!

Congratulations! As a DAFWA employee you are part of an agency that values its employees and aims to promote a rewarding and challenging work environment that provides you with a healthy blend between work and lifestyle.

5. Other opportunities

If you were not successful this time, you are encouraged to telephone the nominated contact person to obtain constructive feedback.

Enquiries

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