



# APPLICANT INFORMATION PACK

## About the Department of Fisheries

The Department of Fisheries (WA) is responsible for managing the fish resources of Western Australia at ecologically sustainable levels for the benefit of the whole community.

Commercial fisheries, such as those handling rock lobsters and prawns, and aquaculture, are worth about \$400 million a year. Recreational fishing is also a key part of the Western Australian lifestyle, with about 30 per cent of the population participating and spending about \$400 million annually. These sectors are a major part of our responsibilities.

The Department services an area from the State borders out to the 200 nautical mile (370 kilometre) limit of the Australian Fishing Zone. We have about 450 employees across the State, at our head office in Perth; research, operations and education centres in Hillarys and Fremantle; regional offices in Broome, Carnarvon, Geraldton, Fremantle and Albany; and 17 district offices.

Before the 1960s there were no limits on the number of people or boats that might fish for any species, or the type of fishing gear allowed. However, with the State's population experiencing rapid growth and the subsequent increase in the demand on fish stocks, the need to develop strategies to help ensure sustainable fish populations became critical.

The commercial fishing sector now operates under management plans that control the number of boats allowed to fish, the equipment allowed, fishing areas and seasons and the amount fishers can catch. The recreational fishing and charter sectors also have regulations and licensing in place limiting individual catches in both quantity and fish size.

Our staff are passionate about responsible fishing and protecting and conserving marine resources.

For more detailed information go to [www.fish.wa.gov.au](http://www.fish.wa.gov.au)

## Our values

In working with our stakeholders and our colleagues, we demonstrate:

- **Excellence** in everything we do. Delivery of sustained high performance that meets or exceeds the expectations of clients
- **Unity** by working together for a common purpose. Working with a shared purpose with a culture of collaboration and support.
- **Respect** through working with integrity and courtesy. Valuing each other and all contributions to the Department both internal and external.
- **Innovation** by developing new ways and embracing change. Being open to challenges and working to find solutions.
- **Leadership** by showing the way. Empowering and developing staff to be motivated and creative in their work.

## Why work for us?

We can offer you a wide range of flexible working conditions and benefits including:

- Flexible start and finish times with the ability to accrue and take flex leave.
- Access to part-time hours, home-based work and phased retirement plan.
- Salary-packaging options including superannuation, novated motor vehicle leases and regional rental payments.
- Free access to confidential and professional counselling for you and your immediate family to help resolve personal or work-related problems.
- A comprehensive health and wellbeing program, including flu vaccinations, corporate discount for health fund memberships, skin checks and participation in corporate health initiatives.
- Generous leave entitlements including:
  - four weeks of annual leave per year (with 17.5% loading);
  - fifteen days of personal leave for illness, caring purposes or unplanned events;
  - two extra public service holidays to be used each calendar year;
  - 52 weeks of parental leave, including 14 weeks of paid parental leave;
  - an option to purchase eight weeks of extra leave per year;
  - an option to spread four years of salary over five years and take the fifth year off with pay; and
  - 13 weeks of long service leave received after seven years of service, with the option to take as 26 weeks of leave at half pay.
- 9.5 per cent of your salary paid into the superannuation scheme of your choice.
- An active social club and friendly work environment.
- A range of allowances and entitlements for field-based staff – in line with our Agency Specific Agreement.

We are an equal opportunity employer, committed to the principles of equity and diversity. We actively recruit, employ and support women, people with disabilities and people from culturally diverse backgrounds. We have a number of women in senior management

positions and working in non-traditional roles, for example, as Fisheries and Marine Officers.

## The recruitment process

We are committed to being fair and equitable in our recruitment decisions, making sure that the most suitable and available people are selected and appointed. We follow four key principles in our recruitment 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 Department of Fisheries; 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.

### **Interest Principle** (applies to secondments, transfers and acting)

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.

- For secondments, the employee consents.
- For transfers, employment conditions are comparable.

### **Transparency Principle**

Decisions are to be transparent and capable of review.

## Preparing your application

Please read the job advertisement carefully to determine the appropriate format and content for your application.

Before you start your application, read the Job Description form (JDF) thoroughly and talk to the contact person listed in the advertisement to gain a better understanding of the position and its work-related requirements. Your application should be submitted online electronically via [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) as per the instructions in the advertisement.

You may be asked to submit a CV/résumé and covering letter only, or to answer specific questions or address all or some of the work-related requirements, also known as selection criteria, as outlined in the JDF. Different positions can require different recruitment methods. Please ensure you follow the application instructions outlined in the advertisement.

Your application should always include the following:

- A detailed and comprehensive CV/résumé
- Copies of any relevant qualifications

Your CV should include all relevant positions held, education/training undertaken, qualifications, and should detail key responsibilities, tasks, outcomes and achievements. It should also include contact details for at least two referees.

When asked for only a covering letter (in addition to your CV) read the duties and work-related requirements for the position detailed in the JDF and explain how you meet the requirements.

If asked to answer specific questions or address all or some of the work-related requirements (selection criteria), use each question/requirement as a heading and outline your relevant claims and experience separately against each.

TIP: Everyone who applies claims they have the skills required, so make sure you demonstrate to us that you do. You can strengthen your claims to have higher level experience, knowledge, skills and abilities in relation to each work-related requirement by giving an example or scenario that demonstrates the level of knowledge and skills you were required to use to reach a desired outcome.

Include:

- W** What happened
- H** How you dealt with it
- O** Outcome – what was the result?

## Submitting your application

Applicants are requested to lodge their applications on line via [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). The job advertisement will have an 'Apply' button, which takes you to a page where you can complete the Application for Advertised Vacancy Form and upload supporting documents.

If you experience any difficulties in lodging your application using the JobsWa website, please contact the People Services Branch on (08) 9482 7304.

Applications must be received prior to the closing time stated on the job advertisement. Late and proforma applications cannot be accepted. (Proforma applications are generic applications not specifically prepared for the vacancy you're applying for). If you are applying for more than one position, separate applications should be lodged for each.

## What happens next?

Applications are assessed by a selection panel and the applicants are shortlisted, based on how they meet the work requirements for the position.

If you are shortlisted, you'll be contacted by the panel or their representative to discuss the next stage of the assessment process, which may include an interview or other methods, such as a written test. If you haven't been shortlisted, you'll be notified at the conclusion of the process that your application was unsuccessful.

If you believe that the Public Sector Commission Employment Standard has been breached in any way, you have the right to lodge a breach claim within four days of being notified of the outcome of the selection process. Further information on how to lodge a breach claim will be provided with your notification. We strongly encourage applicants to seek feedback from the nominated contact person before considering lodging a breach claim.

If you choose to withdraw your application prior to the closing date, you can simply do this by logging in to your JobsWa account. If you choose to withdraw your application after the closing date, please contact the People Services Branch on (08) 9482 7304.

If you are the recommended applicant at the end of the process, you may be asked to provide a National Police Clearance, or to authorise a Criminal Screening Check be undertaken.

**Thanks for your interest in working for the Department of Fisheries and good luck with your application.**