



Information for Applicants

Thanks for taking the time to apply for a job with us!

Some tips on how to get started.

This information aims to guide you through our recruitment and selection process which may vary depending on what's required in a job and what the selection panel and our agency are looking for. What you will find in common with our selection processes, is our aim to make sure it's applicant friendly, fits with our values and business needs, is fair, equitable and timely and consistent with the Public Sector Standard on Employment. For further information relating to the standards and recruitment requirements in the public sector please visit [here](#)

If you aren't successful in winning this job, but we have assessed you as a suitable candidate, we may consider you for other opportunities, in similar jobs and locations during the next 6 months. Please note: this does not mean you will automatically be included for jobs we advertise in the future.

Remember: you need to be a permanent resident to be eligible for appointment as a permanent member of our staff. If you are a non-permanent resident, you are only eligible for appointments with a fixed term e.g. 6 months or in line with your visa requirements.

Why work for us?

As Western Australia's primary source of land information and geographic data, you will be part of a team that delivers the accuracy Government, business and individuals rely on.

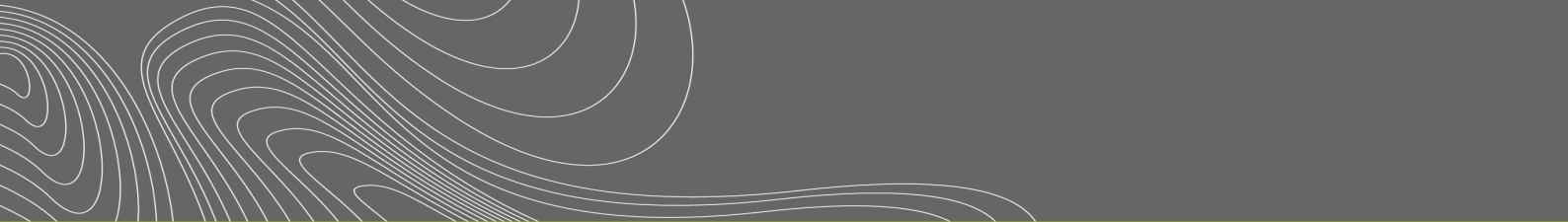
We value the quality and calibre of our people and their achievements by offering flexible work practices (subject to operational demands), modern premises and attractive salary and superannuation packages. Our staff are able to remain at the cutting edge of their profession through a variety of work placements and training programs, making Landgate a great place to work. Landgate's flexible, lifestyle friendly workplace strategies have in the past been nationally recognised.

We pride ourselves on being a lot more than just an Equal Opportunity Employer – we support and celebrate the diverse backgrounds of our people as well as encouraging Indigenous Australians, young people, people with disabilities and people from all cultures to apply. This way we can ensure our workforce represents, and responds to, the wider community we serve. In our recruitment and selection process, once we assess applicants as meeting any essential requirements, we may then consider our business needs including any diversity targets we have set in making the final decision about who to appoint to a job.

What we are looking for:

While collectively we strive to achieve our vision of: "Solving tomorrow's challenges led by knowledge of any location"; we also appreciate that each person makes a contribution to our business through the unique expertise, talents and personal goals they bring. The 'outstanding service' we deliver to our customers is the result of these contributions.

To read more about what we do and how we do it, visit [here](#)



Although we celebrate our differences as individuals, Landgate staff agree the following values are fundamentally important to the way they work and operate. These values apply to everything we do, from how we behave individually, to how we interact with customers and colleagues.

So it's more than the work we do - it's also about having the right attitude and approach to how we do it!

Our values are:

- **Commit and Act** – We do what we say we will do and we take personal responsibility.
- **Dynamic and Engaged** – We are passionate, proud and enthusiastic and we make it easy to do business with us.
- **Innovate and Achieve** – We think about tomorrow in what we do today and we celebrate success.
- **Honest and True** – We are supportive and respectful and we communicate openly.

These values underpin our business and it is critical that you take the time to understand just what they represent. During the selection process, it is important you reflect how your approach to “doing business” fits with these values.

We encourage you to also telephone or email the job contact person shown in the ad to discuss in more detail the job and what it's like working with us.

Getting Started

Now you know something about us and what's required, decide if you've got the talent, values and customer focus needed to help us achieve our vision! If the answer is yes, it's time to start on your application.

As we've said, the selection process for a position may vary depending on the job and what the selection panel is looking for so read the ad and any attached documents carefully to identify what's required. For some positions, depending on what's required in the job, your initial application may be a telephone screening interview or an online screening tool rather than a written application. That's why it's important to read the job ad carefully for details of what's required. Please be aware any contact you have with us during the selection process may form part of the panel's assessment of applicants.

We will make every effort to ensure the selection process is finalised as quickly as possible.

STEP 1: You Write Your Application – Making Sure It Gets To Us on Time

Your application is important as it usually determines whether or not you progress to the next stage of the selection process.

It needs to include:

- A current resume (curriculum vitae) outlining your relevant personal particulars and contact details (including email address if you have one), education and training (including qualifications) your paid and unpaid work history (and any community involvement) **highlighting your experience and achievements most relevant to the job you are applying for.**
- The names and contact details of your referees. Usually we ask you to nominate two people (although on occasion there may be more) including your current or a recent line manager who are available to confirm/clarify or add to what you have said about your abilities etc. We recommend you check with your referee before nominating them.

Your referees may be contacted at various stages in the selection process so if you have any concerns about this contact, please let us know when you apply.

You may also be asked to attach a covering letter which asks you to respond to several questions and/or explain why you're interested and how you are a good fit for the job. (Please refer to what's required in the job ad)



Submit your application online via: the WA Government jobs board (www.jobs.wa.gov.au)

One of the features the Jobs Board offers is the ability to create your own profile, so you can use it when you apply for other jobs. You can also set up email alerts to notify you each time a vacancy matching your search criteria is advertised, as well as viewing applications you are currently working on or have submitted previously.

Now it's up to you to make sure we receive your application before the advertised closing time!

Remember - If, after working through these guidelines, you feel you need more assistance, please call or email the contact named in the ad.

STEP 2: We Shortlist Applicants

The Selection Panel assesses applications and agrees on a "shortlist" of the most competitive applicants. The Panel may use other tools to help them finalise this list e.g. referee checks. We'll contact you if you have been successful in getting through to the next step.

STEP 3: We Carry Out Further Assessments of Shortlisted Applicants

The Selection Panel may use a variety of methods/tools to conduct further assessments to determine applicants' suitability for the job. This may or may not include a formal structured interview, a more informal meeting with the Panel, examples of your work, a presentation, practical test, case study, role play, other testing etc. Your referees may also be contacted during this stage.

STEP 4: The Decision

The Selection Panel looks at all the evidence it's gathered to determine which applicant/s best meet/s the job requirements and the business and diversity needs of our agency at the level needed to do the job. We write to all applicants letting them know the outcome and offering the opportunity to ask for feedback.

STEP 5: Feedback

When you receive your advice about the outcome of the selection process, we encourage you to telephone the contact person for some constructive feedback as this information may be of value to you when looking for future job opportunities. You will also be advised of your rights under the Public Sector Standard on Employment to lodge a "Breach of Standard" claim if you believe the decision made has breached this Standard and as a result, you were adversely affected. Please see visit [here](#)

All the best with your application!