



# Applicant Information Kit

To find out more about our Commission visit [www.peel.wa.gov.au](http://www.peel.wa.gov.au)

## About Us

The Peel Development Commission is a statutory authority of the West Australian Government, set up under the *Regional Development Commissions Act 1993*, to coordinate and promote the economic and social development of the Peel region. Our strategic direction is set by a nine-member board of management selected from the community, local governments and by Ministerial appointment.

**Our Vision** – the Peel is a progressive, prosperous and dynamic region with a culture of care.

**Our Purpose** – connecting communities, the environment and industry to generate innovative solutions and promote sustainable economic and social development.

**Our Values** – we demonstrate our values in the interactions with our communities, stakeholders, partners and co-workers. It is our responsibility to make decisions for the future, not just for today.

- **Leadership:** We lead by example through our courage, integrity and a vision that inspires and motivates.
- **Collaboration:** Collaboration is the primary way in which we operate, working respectfully with each other and our stakeholders.
- **Integrity:** We act with openness, honesty and integrity.
- **Innovation:** We value and learn from the past to build the future, actively seeking opportunities to generate creative and sustainable solutions.

The Peel region is located immediately south of Perth. It is bordered by the Indian Ocean in the west, with jarrah forests and farmlands of the Darling Range leading east to the bordering Wheatbelt Region. The region covers an area of 5,648 square kilometres, including 137 square kilometres of inland waterways and five local government areas: the City of Mandurah and the Shires of Boddington, Murray, Serpentine- Jarrahdale and Waroona.

The Peel region is one of WA's fastest growing regions, with one of the State's fastest growing regional economies. Peel is the third biggest mineral producing region in WA. The region provides feedstock for WA's total output of alumina, and is home to Australia's largest open cut gold mine.

The region's communities are diverse with around 18% of the population aged 65 years and over, which is contrasted by a youth population of around 12%.

Mining and construction are the Peel region's main industries, with manufacturing, retail, tourism, agriculture, fishing and forestry contributing strongly to the community.

These combined factors define the unique nature of Peel and provide many challenges as well as opportunities for the future of the region.

## Benefits of working for Peel Development Commission

The Commission offers a range of flexible working conditions and opportunities to encourage our employees to maintain a healthy work life balance:

- Flexible working hours, including part time and job share options
- Generous leave entitlements, including
  - 4 weeks annual leave
  - 13 weeks long service leave for every seven years of service
  - 14 weeks paid parental leave (after 12 months of service)
  - The option to purchase an additional 10 weeks leave per calendar year
  - Personal leave, including sick and carers leave
- Learning and development opportunities, including
  - Access to paid and unpaid study leave
  - Acting opportunities
  - Internal workshops
  - Professional development courses
- Salary packaging with a range of providers

## Applying for a job at Peel Development Commission

Thank you for your interest in our Commission and the advertised vacancy. The information below is provided so that you are aware of what is required for your application and the selection and appointment process.

Before applying, you should feel confident that the job is one you have the necessary skills and abilities to do successfully.

### About the job

To find out more about the advertised position, please refer to the advertisement and the Job Description Form (JDF). The JDF will outline the roles and responsibilities of the position as well as the work related requirements (selection criteria). These requirements are a list of skills, experience, knowledge and/or qualifications relevant to the role, which are considered to be essential in order to successfully perform the duties of the position.

As an applicant you **must provide sufficient information to enable the selection panel to assess your suitability against all of the essential selection criteria.**

If you have any questions about the job or requirements, please phone the 'contact person' listed on the job advertisement for more details.

### How to Apply

Applicants are encouraged to apply online at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). You will need a valid email address and electronic resume and selection criteria statement ready to attach. Please click on the 'Apply for job' button at the top/bottom of the advertisement on the WA Jobs website and follow the steps.

If you have any questions about the recruitment process please email [peel@peel.wa.gov.au](mailto:peel@peel.wa.gov.au). Alternatively ring us on (08) 9535 4140.

When you are ready to submit your application, please ensure that you have:

- ✓ Addressed the 'work related requirements' or prepared the relevant information requested in the job advertisement. If you are unclear about what is required, contact the person nominated in the advertisement;
- ✓ Completed the application form;

- ✓ Saved all documents in MS Word or PDF formats only and any images saved as common picture file formats such as JPEG and TIF/F; and
- ✓ Allowed sufficient time to submit your application.

### **Closing date**

It is your responsibility to ensure your application is delivered to the correct location and received before the published closing time. Applications received after the closing time and date cannot be accepted. We cannot make allowances for incorrectly addressed mail or email transmissions that are delayed or not received by the specified closing time and date.

***It is strongly recommended that you allow ample time to prepare and submit your application.***

### **Commissioner's Instruction – Employment Standard**

The recruitment, selection and appointment process will be undertaken in accordance with the Employment Standard as outlined in the Public Sector Standards in Human Resource Management. The desired outcome of the recruitment process is that the most suitable and available person(s) are selected and appointed.

For further information relating to the standards and recruitment requirements in the public sector please visit: <https://publicsector.wa.gov.au/node/1027>

### **Selection Process**

The selection panel (generally consisting of three people) will meet and assess all written applications after the closing date and select a short-list of the most competitive applicants for further consideration.

The commission aims to attract the most competitive field possible and reserves the right to include a targeted search process for any advertised role.

The selection process for each position is unique and may include the following methodologies: written application, interviews, referee checks, or other activities (such as presentations or written assessment) to find the most suitable applicant for the position.

We try to complete this process as soon as possible, but on some occasions, the availability of panel members and applicants may delay this process. If you'd like to check on the progress, or would like feedback on your application, please phone the contact person listed on the job advertisement.

### **Feedback and the Review Period**

At the conclusion of the selection process you will be notified of the outcome via email and you are encouraged to seek feedback. This information may be valuable to you when you are looking for future job opportunities.

The commission utilises a four (4) day review period whereby unsuccessful applicants may lodge a formal application for a review of the process, if they are of the opinion that the Employment Standard has not been adhered to.

It is important to note that the regulations do not provide for a review of the process to be undertaken on the grounds that you consider that you were more competitive than the selected applicant(s).

**What happens if my application is successful?**

Once the recruitment process has been finalised and following completion of the review period, the commission will confirm your appointment. You will be contacted to discuss your start date and commencement in your new role.

**Good luck with your application!**