**APPLICANT INFORMATION KIT**

**To find out more about the Pilbara Development Commission visit** [**www.pdc.wa.gov.au**](http://www.pdc.wa.gov.au)

**About Us**

The Pilbara Development Commission’s mission is to be the catalyst for development and growth in the Pilbara by coordinating and promoting economic and social development. We work to maximise prosperity and wellbeing for the region, and for Western Australia.

As a forward-thinking, progressive agency we continually invest in our most important asset; our people. They are highly qualified and motivated professionals who are fuelled by their passion for the region. They are the experts who are on the ground, brokering partnerships and being the catalysts for change. Our people are advocates for positive change in the region, and are committed to ensuring the next phase of the Pilbara’s journey builds upon the success of the last decade.

We are committed to achieving excellence in all we deliver. Our four core values are integrity, unite, care and impact. These underpin all our actions, decisions and behaviours, and promote a positive working environment and culture. These unifying values will be at the core of how we conduct ourselves and how we work together, with each other and with our partners.

**Benefits of working for PDC**

The PDC 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
* District Allowance in addition to salary (dependant on location)
* Annual travel concessions
* Generous leave entitlements, including
  + 4 weeks annual leave
  + 1 week Northwest 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 non paid study leave
  + Acting opportunities
  + Internal workshops
  + Professional development courses
* Salary packaging with a range of providers

**Applying for a job at PDC**

Thankyou for your interest in our Commission and the advertised vacancy. The below information is provided for you to be aware of the requirements 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**

Please submit a completed Application for Vacancy Form, comprehensive CV and address the Work Related Requirements in no more than four (4) pages, as detailed on the Job Description Form.

Please email your completed application to [hr@pdc.wa.gov.au](mailto:hr@pdc.wa.gov.au) in Word or as a PDF file.

Please mark your application **"Pool Ref PDC16015 Principal Project Officer- Confidential"**

If you are having trouble downloading the attachments, please call (08) 9338 3505 and quote the PDC number to obtain an Applicant Information Kit.

**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: [www.publicsector.wa.gov.au/Services/EmployingPeople/Recruitment/Pages/Recruitment.aspx](http://www.publicsector.wa.gov.au/Services/EmployingPeople/Recruitment/Pages/Recruitment.aspx)

**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 suitable and competitive applicants for further consideration.

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 endeavour 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 a letter and email. You are encouraged to seek feedback on your application. 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 by Human Resources to discuss your start date and commencement in your new role.

**Good luck with your application!**