



## Applicant Information Pack

### Would you like to contribute to the financial and economic policy decisions of the State of Western Australia?

We strongly encourage you to read the information contained within the job advertisement, the Role Statement and this Information Pack to give yourself the best chance of success with your application.

#### About Us

The Department of Treasury (Treasury) seeks to achieve value for money outcomes for the people of Western Australia. The Department comprises of:

- Treasury Business, which provides economic and financial management and advice to Government. This includes the formulation, implementation and monitoring throughout the year of the State Budget; economic and revenue forecasting; advice and analysis on financial arrangements with the Commonwealth; advice on infrastructure policy and planning; advice on the State's financial management framework; and management of the Public Ledger; and
- Strategic Projects and Asset Sales, which manages the State Government's high-risk infrastructure projects by overseeing major non-residential building projects and pursuing optimum cost, time and quality outcomes. The projects assigned to the Department are typically greater than \$100 million in value. In addition, Strategic Projects and Asset Sales has responsibility for the planning and delivery of the State's asset sales program as determined by Government.

For further information about what we do, we encourage you to have a look at [www.treasury.wa.gov.au](http://www.treasury.wa.gov.au).

#### How to Apply

For specific information about the position or inquiries during the process please contact the *person nominated in the job advertisement*.

If you have any further queries about lodging your application, please email [recruitment@treasury.wa.gov.au](mailto:recruitment@treasury.wa.gov.au).

#### Step 1: Ensure Eligibility

Australian Citizenship or permanent residency is an essential requirement for permanent positions in the public sector.

Non-permanent residents who have an appropriate visa are eligible for fixed term appointments as long as the contract period is covered by the VISA term.

The following information is a general guide only and it's important to confirm your particular work rights with the [Australian Department of Immigration and Border Protection](http://www.border.gov.au).



Residency Status	Permanent Positions	Contract Positions
Australian Citizens and Australian Permanent Residents	Yes	Yes
New Zealand Citizens with Unrestricted work rights (e.g. Special Category VISA[SCV])	Yes	Yes
Temporary Residents with a valid Working Visa	No	Yes
Temporary Residents without a valid Working Visa	No	No

## Step 2: Read the Role Statement

The Role Statement provides important information about the role and responsibilities and Treasury's capabilities that your application will be assessed against. It is recommended that your application clearly articulates how your knowledge, skills and experience demonstrate the essential capabilities of:

1. Strategy and Analysis (L1-5 positions) OR Shapes and Manages Strategy (L6 and above positions)
2. Achieves Results
3. Builds Productive Relationships
4. Displays Personal Drive and Integrity
5. Communicates and Influences Effectively

## Step 3: Prepare your Application

Once you have determined that you have the right knowledge, skills and experience for the role you can start your application.

Your entire application is to be completed online through [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Please click the 'Apply for this Vacancy' button at the end of the advertisement. This will take you through a number of questions and steps. Remember to click the 'Submit' button at the end of your application.

## Actions

**Always refer to the Job Advertisement for instructions on what information is required by the panel.**

To demonstrate your suitability for the role you may be asked to provide one of the following:

- A brief cover letter that outlines how your knowledge, skills and experience address the essential capabilities and/or desirable capabilities

### OR

- A response to the online questions

### OR

- Attach a detailed Curriculum Vitae

### OR

- A combination of any of the above

It is strongly advised that you read the advert to determine the requirements for the process.

## Helpful Tips

- If asked to address the essential capabilities, it is important that you provide specific examples of how you have put your knowledge, skills and experience into action. When answering each question consider using the SAO approach:

SITUATION: What was the situation/task?

ACTION: What steps did you take?

OUTCOME: What was the result you achieved?

- Your Curriculum Vitae ('CV' or Resume) should include:
  - Your name, address and contact telephone number.
  - Your email address (most correspondence will occur over email).
  - A comprehensive outline of your relevant work experience, volunteer work and achievements RELEVANT to the role. Please include employment and volunteer work dates.
  - Your qualifications and relevant training courses completed. Please include dates of course completion.
  - The names and contact details of 2 referees (one should be a current or previous supervisor).
  - Your CV should be comprehensive and demonstrate your ability to meet the capabilities outlined in the role statement.

Save your CV in one of the following formats; MS word, PDF, JPEG or GIF.

## Step 4: Submit your Application

When you are ready to submit your application, please check to ensure that you have actioned the following items before lodging:

- ✓ Prepared the relevant information requested in the job advertisement
- ✓ Completed any form/s attached to the advertisement
- ✓ Saved the necessary documents (e.g. form/s, Cover Letter, CV) ready for uploading in MS Word (.doc) or PDF file formats only. We also accept common picture file formats such as JPEG and TIF/F. Attachments can only be up to 2MB per attachment.
- ✓ Ensured you have plenty of time to submit your completed application and allow for system outages.

**Applications close at 9:00pm (WST) on the date provided in the job advertisement**

**Please note:** Under no circumstances can proforma or late applications be accepted. It is strongly recommended that you allow ample time to prepare and submit your application by the closing date and time.

## Step 5: Selection Process

Treasury is committed to undertaking a 'proper assessment of merit' to ensure that the most suitable people are appointed. At all stages in the recruitment process the panel will be determining suitability based on a thorough assessment of the applicant's ability to meet the capabilities outlined in the Role Statement. All recruitment decisions will be transparent and capable of review.

1. The selection panel will assess your application and agree on a 'shortlist' of the most competitive applicants. The panel may use other/additional methods to shortlist for example, telephone screening.
2. If you are considered suitable at shortlisting you will be advised on what the next step in the process will be. This may include an interview and/or another form of assessment (e.g. work sample test, presentation, group exercise). In each case, the panel will assess your suitability to the position using the essential capabilities and any other role specific requirements contained in the Role Statement.
3. References are an important part of the process and your two nominated referees may be contacted to verify your work capabilities at some time during the process. If we are unable to contact your nominated referees you will be asked to supply alternative referees. It is recommended that one of your referees be a current or previous supervisor. It is also recommended you provide your referees with a copy of the Role Statement.

At all times throughout the selection process applicants will be kept informed either through email or telephone.

## Step 6: Notification to applicants

Once a decision has been made by the selection panel and the process has progressed through the necessary approval points, you will be notified advising the outcome of the selection process.

In most cases, if you have been unsuccessful, you will be advised by email and be given the opportunity to seek feedback from the panel. You will also receive notification of the breach process and the process by which to apply, should you believe the Employment Standard has been breached.

You will have 4 working days to apply for a [breach of standard claim](#) and will need to lodge this claim in writing stating how you believe the Standard has not been applied.

Please note, recommendations to positions, are always subject to a breach period and your appointment will not be confirmed until the end of the 4 day breach period.

## Step 7: Notification to applicants in an appointment pool

If the position you applied for was advertised as an appointment pool and you are considered suitable by the selection panel, you will be placed in the pool. You will be notified of this in writing, usually by email at the same time as unsuccessful applicants. Generally pools will be open for 6 to 12 months, however this will be clearly stated in the original advertisement. Appointment from the pool will be at the timing and discretion of individual work areas and will be dependent on positions becoming vacant and subject to budgetary requirements. You may be contacted at any point throughout the life of the pool for appointment to a particular position if the need arises.

## **Step 8: Successful Applicants**

If you have been successful in obtaining a position at Treasury you will be notified once the breach period is closed and your appointment will be confirmed in writing. The relevant manager will then be in contact to discuss possible commencement dates and Treasury's induction process.

### **Criminal Record Screening**

A consent form for criminal record screening will be issued to applicants as part of the process. The results of this test may affect whether appointment is offered. In the event of a negative result, the Department will make a decision on whether appointment is granted based on the reasons for the negative result and future impact on the organisation. You will be notified in the event that this occurs. The information provided on the criminal record screening test will not be used for any other purpose. All information obtained will be treated with the utmost sensitivity and confidentiality and managed in accordance with the Department of Treasury's Records Retention and Disposal Schedule

**Thank you for considering a career at Treasury.**