



School Corporate Services Graduate Program 2018

Applicant Information Pack

**Thank you for your interest in employment with the
Department of Education**

We are seeking applications from recent graduates who want to:

- make a difference in the community
- make a real contribution to the effective running of schools
- feel a real sense of achievement
- enjoy a job where every day is different.

If this sounds like you, we are establishing a pool of qualified, eligible and highly motivated graduates looking for rewarding careers in public education.

We strongly encourage you to read the information contained within the job advertisement, and this information pack to maximise your chance of success with your application.

ABOUT US

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. We offer a range of benefits, including:

- attractive remuneration
- excellent conditions
- human resource management practices that assist in balancing work and private life
- a strong commitment to staff development through varied professional learning opportunities.

Our key objectives are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

We are committed to the achievement of a diverse workforce and encourage applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds and people with disabilities.

For more information about working for us, please visit our [website](#).

HOW TO APPLY

For specific information about the position or enquiries during the process please phone the relevant numbers as outlined in the job advertisement.



Step 1: Are you eligible?

It is important to check carefully the eligibility criteria outlined in the advertisement and the job description form to ensure you meet the qualifications and level of academic achievement required.

Australian citizenship or permanent residency is a prerequisite for selection to this pool.

Criminal Record Check

Our Department's policy requires that any person recommended for appointment must obtain a satisfactory criminal record check before their appointment is confirmed. If you are the recommended applicant, you will be provided with the necessary forms when you receive your recommendation letter. You will then be required to complete the consent form and meet the cost for the check to be conducted.

Existing employees who have received confirmation of their criminal record check clearance undertaken by the Department previously are considered to have met this requirement.

Our criminal record checks are conducted through CrimTrac, an Australian Government agency that facilitates the provision of criminal record information to accredited agencies.

Previous criminal conviction or pending charges will not necessarily preclude employment.

If you are affected by the result of an adverse criminal record check you may request a review of the decision in writing within five working days of receipt of the advice. Your request should be addressed to the Criminal Record Check Policy Officer of the Department of Education and will be treated confidentially. A thorough review of the evidence will be conducted and you will be notified in writing of the result. Further information about criminal record checks can be found at www.det.wa.edu.au/screening

All information obtained from a criminal record check is maintained under the strictest confidence.

Working with Children Check

If you are the recommended applicant you will require a Working With Children Check (WWCC) in accordance with the Working with Children (Criminal Record Checking) Act 2004. If you do not currently hold a valid WWCC you will be required to obtain one on commencement. For further information about Working with Children Checks please visit: www.det.wa.edu.au/screening

Step 2: Read the Job Description Form

The job description form provides important information about the eligibility criteria against which your application will be assessed. It also outlines the role, its responsibilities and the competencies required of corporate services staff in schools.



Step 3: Preparing your application

To apply for this vacancy, you must provide the following documentation:

- current academic transcripts indicating your course of study (web printouts are acceptable) that clearly identify:
 - o your name
 - o university name
 - o course name
 - o units completed and grades obtained
 - o current enrolment or course completion date
- a copy of your degree certificate (if degree completed)
- evidence of Australian citizenship or permanent residency status
- a current curriculum vitae
- contact details for a referee.

You must also ensure that you have **completed the location preferences section** in the online application form on the WA Job Board.

Curriculum Vitae (CV)

Your CV should articulate work experience, any volunteer activities and training courses attended.

When making appointments from the pool, principals will consider your university qualifications and information in your CV in the context of their individual school priorities and operational requirements.

It is recommended that you limit your CV to three pages.

Referees

When submitting your application online, you will be asked to provide contact details, including the name, email address and telephone number of one referee.

Please ensure that you have this information ready as you will not be able to submit your application online without providing these details.

You are also advised to inform your referee that they may be contacted and provide them with details of the vacancy.

Step 4: Applying Online

Applications must be submitted online via the WA Government Job Board (www.jobs.wa.gov.au) for all vacancies.

Further information on how to apply online, including how to set up a user profile and email alert, is available via the 'Hints & Tips' on the WA Job Board (www.jobs.wa.gov.au).



Step 5: Submitting your Application

You are required to apply online by clicking on the “Apply for Job” button at the top or bottom of the advertisement screen.

It is recommended that you have your application attachments complete and ready to attach prior to clicking on the “Apply for Job” button. You will then be asked to complete a range of questions and then to attach your documentation, so it is recommended you allow enough time to complete this process.

Please note that any attachments must be less than 2MB each, with a maximum combined size of 8MB. It is also recommended that attachments be in one of the following formats:

- MS Word
- MS Excel
- Adobe PDF
- JPEG
- GIF.

We recommend you do not upload Publisher, Zip or password protected files as this can prevent the selection panel from viewing your attachments.

Only online applications lodged through the WA Government jobs board (www.jobs.wa.gov.au) website will be accepted. Separately emailed and posted applications will not be accepted.

Once you have applied for a vacancy online, you will receive:

- an online receipt indicating the date and time that your application was submitted
- an email confirming that your application has been received.

If you do not receive either of the above, or if you have attempted to apply online and experienced technical difficulties, please call (prior to the advertisement closing) **Staff Recruitment and** Employment Services on (08) 9264 4127.

A log is kept of all attempts to apply online and a Recruitment Officer will then be able to investigate the issue.

Step 6: Closing Date

Advertisements for vacant positions are governed by State legislation, including the Public Sector Management Act 1994. The closing time and date is specified in the advertisement.

Under no circumstances can pro forma, emailed or late applications be accepted.

Step 7: The Assessment Process

If you have met the eligibility criteria, your application will be placed in an appointment pool which will be made available to school principals located in the regions or towns you have nominated in the location preferences section of your online application. Selection to the pool means you have been assessed as suitable to be considered for appointment to fill Graduate Support Officer vacancies that arise within the locations you have nominated.



The pool will operate from mid-August 2017 to June 2018, during which time principals may contact you in relation to specific vacancies.

Principals will make appointments from the pool based on:

- the region/s and town/s that you have selected
- school priorities (for example, the school may have a particular focus on human resource management or financial management etc.)

Step 8: Notification

When the assessment process is finalised, you will be notified in writing whether or not your application has been assessed as suitable for selection to the pool. If your application is assessed as unsuccessful you will also be provided with the contact details of a person with whom you can seek feedback on your application.

Commissioner's Instructions – Employment Standard

Public sector agencies are required to comply with the *Commissioner's Instructions – Employment Standard* which can be found at www.publicsector.wa.gov.au

The minimum standards of merit, equity and probity to be complied with by an employing authority when filling a public sector vacancy are:

- A proper assessment matches a candidate's skills knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity
- Employment decisions are impartial and free from bias, nepotism or patronage
- decisions are transparent and capable of review.

If you have been adversely affected by a selection decision, regulations enable you to make a claim for breach of standard upon completion of the process.

You will be provided with information regarding the closing date for breach applications at the conclusion of the selection process. The breach period is four (4) days from the date of outcome notifications.

Further information about this can be found at www.publicsector.wa.gov.au

Breach of Standard claims can be forwarded marked "Private and Confidential" to:

Senior Policy Advisor (Standards Review)
Workforce Policy and Coordination Directorate
Department of Education
Locked Bag 40, East Perth, WA, 6892

or by email to: Workforcepolicyandcoordinationbosc@education.wa.edu.au

To lodge a breach application you must specify which area of the above standard has been breached in relation to the recruitment, selection and appointment process.



Further Information

Information regarding advertised vacancies is available in the advertisement and associated attachments. If you wish to access school information to help prepare your application, you can visit Schools Online at www.det.wa.edu.au

Queries regarding advertised vacancies should be directed to the contact person stated in the job advertisement.

Good luck with your application!