

# Applicant Information Kit

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

## Benefits of Working For Department of Planning, Lands and Heritage

The Department of Planning, Lands and Heritage 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 (5 weeks for staff above the 26<sup>th</sup>)
  - 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
- Social Club
  - A range of functions and events are offered each year
- Health and Well Being Program
  - A range of events, workshops, corporate sports and morning teas

## Applying For a Job at Department of Planning, Lands and Heritage

Thank you for your interest in our department 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 attached Job Description Form (JDF). The JDF provides an outline of the role and responsibilities of the position and lists the work related requirements. These requirements are the 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 work related requirements** (unless otherwise specified in the advertisement).

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 must apply online at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Please allow yourself **at least 30 minutes** to lodge your application.

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;
- ✓ Saved all documents in MS Word, MS Excel or PDF formats only (Please note, each attachment must not exceed 2MB) and
- ✓ Allowed sufficient time to submit your application.

Please click on the 'Apply for job' button at the top/bottom of the advertisement on the WA Jobs website and follow the steps. You will receive a unique reference number once you have submitted your application successfully.

If you have difficulties in lodging your application online, please contact (08) 6552 4559/4652 (within business hours).

## Closing Date

It is your responsibility to ensure your application is submitted and accepted before the published closing time. Applications received after the closing time and date cannot be accepted.

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

## Commissioner's Instruction – Employment Standard

The department undertakes all recruitment, selection and appointment processes in accordance with Commissioners Instruction 1: 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/publications-resources/instructions-standards-and-circulars/commissioners-instructions>

## 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 department 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 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 email and you are encouraged to seek feedback. This information may be valuable to you when you are looking for future job opportunities.

The department 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 department 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!**