



Applicant Information Package

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Department of Culture and the Arts

The Department of Culture and the Arts (DCA) supports the cultural development of Western Australia through the provision of quality services and funding programs, and the implementation of Government policies and initiatives. The DCA’s values are: professional, innovative, and responsive.

The DCA forms part of the Culture and Arts portfolio, which comprises the Art Gallery of WA, Perth Theatre Trust, ScreenWest, State Library of WA, WA Museum, and the State Records Office as a division of the Department.

Vision

A valued and respected government agency that has the expertise to support the arts and culture sector in enriching the lives of the Western Australian community

Benefits of Working in the Culture and Arts Portfolio

Working with us will reward you with the variety, interest and career opportunities that you are seeking. As well as an attractive salary, we offer a range of other benefits which assist employees to achieve a work/life balance and in their longer-term career objectives.

Some of the benefits and entitlements we offer are:

- **Flexible leave entitlements:** including long service leave entitlement; the option to purchase annual leave per year or take up our deferred salary scheme to take 12 months paid leave after working 4 years at reduced pay; all in addition to 4 weeks annual leave per year (pro rata).
- **Work life balance options:** including flexible working hours, part-time and job-share arrangements, phased retirement options and paid parental leave. Employees also have access to an Employee Assistance Program which provides counselling and support services at no charge to staff members.

- **Learning and development opportunities:** such as options to act in various positions throughout the Portfolio, specific training as required, and study leave for approved courses.
- **Salary benefits:** including 9.5% superannuation contributions on top of the stated salary and salary packaging options.

Please be aware that the benefits and entitlements offered to you may differ depending on your position and the Award or Agreement under which you are employed. Please contact the person listed in the job advertisement if you would like to clarify any questions regarding the benefits associated with the specific position to which you are applying.

Eligibility

Prior to commencing your application please ensure you meet the following requirements:

- To be eligible for permanent appointment to the public sector, you are required to be an Australian citizen or have permanent resident status in Australia. To be eligible for a fixed term appointment within the public sector you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.
- Public sector employees who have accepted a voluntary severance package are not eligible for another appointment for the duration of the severance and leave payments.

Preparing Your Written Application

The DCA's recruitment and selection processes are open, competitive and free from bias, discrimination, nepotism or patronage.

Components of your Application

Start preparing your application by carefully reading the advertisement and the work-related requirements (selection criteria) detailed in the Job Description Form (JDF) for the position. The JDF is available for download with the job advertisement on the Jobs WA website www.jobs.wa.gov.au.

Addressing the Work-Related Requirements

The selection criteria are the knowledge, skills and experience considered necessary to successfully perform the duties of the position. Make sure you read the job advertisement carefully to identify how the selection criteria are to be addressed. You may be asked to respond to the selection criteria within your resume, submit separate responses addressing each selection criterion, write a statement describing your suitability for the position or answer a series of questions relating to the selection criteria. It is important to comply with format and length specifications when responding to selection criteria as this may affect whether you are shortlisted for the role.

If you are required to prepare separate responses addressing the selection criteria, use each selection criterion as a heading and outline your relevant claims and experience separately against each criterion. Give examples which demonstrate how you are able to meet the criterion including the types of tasks you have undertaken and the results you achieved. You may also draw upon any outside experiences or activities, such as a

position on a committee or studies undertaken, that would be relevant to your performance in the position.

A common framework for structuring your examples is SAO (Situation, Action, Outcome). By using this framework to complete your response, you will help guide the reader toward a full understanding of your past experience.

The length of your responses will depend on the level of the position you are applying for but generally comments should not be longer than one or two paragraphs per criterion.

Resume / Curriculum Vitae

Your resume is an essential component of your application. For the purposes of your application your resume should contain the following information:

- ***Personal details.*** Full name, residential address, contact telephone number(s) and email address.
- ***Employment history.*** Starting with your most recent position. Include approximate dates, name of employer, position title and details of your main duties and achievements in each position. If you are not required to prepare separate responses to the selection criteria it is particularly important that your resume contains your main achievements which demonstrate your ability to meet each selection criterion.
- ***Education and training.*** Include completed education and training, as well as education and training you may currently be undertaking.
- ***Achievements, accomplishments or activities.*** You may wish to include activities that you have undertaken outside of work, which are relevant to the advertised position.
- ***Additional information.*** Such as first aid certificate or drivers license (including classes held).
- ***Nominate two referees.*** Provide their names, their relationship to you and their contact details. The people you nominate should be able to comment directly on your abilities and previous experience in a work situation. It is recommended that you advise your referees in advance so that they may be contacted with regard to your application.

Covering Letter

A covering letter is not needed with your application unless specified in the job advertisement. If you believe a covering letter which explains your interest in the position will enhance your application you are welcome to submit one.

If specified in the job advertisement, you may be required to submit a covering letter that clearly outlines how your knowledge, skills and experience would be relevant to your performance in the position; keeping in mind the selection criteria. In this case you will not need to use each criterion as a heading.

Photocopies of Formal Qualifications

If a formal qualification is one of the essential work related requirements then you are required to provide a copy of your qualification with your application.

Pre-employment Requirements

A number of positions within the Portfolio require police record screening, Working with Children's Check and/or medical and physical screening. If any of these are required, they will appear as a condition of employment in the JDF and may also be included in the job advertisement.

Disclosure of any pending charges is mandatory; however previous criminal conviction or pending charges will not necessarily preclude employment nor will any medical or physical condition.

You will be required to meet the cost of the Police Certificate and Working with Children's Checks. The responsibility for organising and meeting the cost of the pre-employment medical and physical screening may fall on the applicant or the agency, so confirm with the contact person before applying. All results are treated confidentially.

Do not send your National Police Certificate or Working with Children's Check with your application. If you are the recommended applicant you will be requested to provide these prior to your appointment being confirmed.

For more information on police record screening, refer to 'Our Services' on the WA Police website www.police.wa.gov.au.

For more information on Working with Children Checks refer to www.checkwwc.wa.gov.au.

Duty to Disclose Information

There is an onus on you, as an applicant, to inform the Culture and Arts Portfolio of matters which may impact on your ability to perform the duties of the position which you are applying for. Such matters may include, but are not limited to: health, workers compensation claims, qualifications and experience.

The disclosure of relevant matters that impact on your ability to perform the duties of the position is not a barrier to the consideration of your employment. The Portfolio is an equal opportunity employer and efforts will be made, where appropriate, to accommodate special needs. However, non-disclosure of such matters may have an adverse effect on your employment if discovered at a later time.

Submitting Your Application

The DCA's preferred method of receiving applications is through the [JobsWA](#) online application system. To enable the successful submission of your online application, ensure that attachments are a maximum of 2MB and are in one of the following formats: Microsoft Word, Microsoft Excel, Adobe PDF, JPEG or GIF. Do not attach ZIP files.

Applicants who are unable to apply online may submit their applications through email or post; please refer to instructions below for further information.

Online Applications

Please refer to the job advertisement for instructions on how to apply online.

Emailed Applications

Applications can be emailed to hr.enquiries@dca.wa.gov.au. Please note that a completed **Application for Advertised Vacancy Form** must be included with emailed applications.

Hard Copy Applications (by post or in person)

If you are submitting a hard copy application, please submit your original application. Staple your application in the top left hand corner with the application form on top.

Where it is not possible for your application to be typed, please ensure your handwriting is neat and legible. Please do not submit your application in a plastic or cardboard cover. Please note that a completed **Application for Advertised Vacancy Form** must be included with your application. Please mark the envelope containing your application with "CONFIDENTIAL – ADVERTISED VACANCY"

Applications can be posted to:

Director Human Resources
Department of Culture and the Arts
PO Box 8349
Perth Business Centre
PERTH WA 6849

Applications can be submitted in person to:

Director Human Resources
Department of Culture and the Arts
C/O Reception
Level 2, Gordon Stephenson House
140 William Street
PERTH WA 6000

The Selection Process

A selection panel shortlists applications against the selection criteria and invites competitive applicants to a further assessment. If you are successful in the first phase of assessment you should hear from us within three weeks of the closing date and you will usually be given at least three days notice before your further assessment. If not short listed, you will usually be advised after the recommended person is endorsed.

Once the second phase of assessment is complete, the panel prepares a report detailing the selection process and the recommended applicant. All applicants will be notified in writing and advised of the results of the selection process after the recommendation is endorsed. It is anticipated that you will be notified about the outcome of the selection process within eight to ten weeks of the closing date. If there is an unanticipated delay, you will be advised accordingly.

Should you be the recommended applicant to a position, your relevant qualifications and certificates will be verified prior to appointment. If you were not the recommended applicant, you will be provided with contact details of a panel member who can give you feedback about your application. You are encouraged to seek this feedback as it can help you with future applications.

If there are insufficient numbers of potentially suitable applications to meet the organisation's business needs following the initial shortlisting assessment we may continue to search to increase the pool of applications after the closing date. If so, the closing date will be extended and applicants will be advised of the new date and that they may submit a revised application. The position may otherwise be readvertised.

Further Assessment

If you are contacted for further assessment, please advise the Panel Chair of the panel if you have any concerns, questions or special needs.

Further assessment usually takes the form of an interview but you may also be asked to complete other work-related tasks such as responding to a case study, giving a short presentation or participating in a group discussion or problem solving exercise with other applicants. You will be given time to prepare for such an exercise and it will be related to the requirements of the position for which you have applied.

The selection panel will usually consist of three people. The panel are looking for your ability to meet the requirements of the job. All questions and tasks will relate to the selection criteria and will ask that you draw on previous experience or knowledge to answer the question or complete the task appropriately. Each applicant will be asked the same questions and be required to complete the same assessment tasks.

In preparation for your further assessment, please consider the following:

- Re-read your application and the job description beforehand.
- Focus on the work-related requirements and think of examples of situations where you applied the relevant skills and abilities.
- Do not assume that the panel knows about your suitability for the job, even if you have worked with them, or have previous experience in the position for which you have applied.
- Think about your answers to interview questions – take the time to prepare your reply and if you do not understand the question, always ask for clarification before providing a reply.
- During the assessment, the selection panel may write notes whilst you are talking. Do not be put off by this or feel that you need to keep talking. The panel will ask for more information if they need to.
- Feel free to question the panel about the position or the organisation.

Withdrawing your Application

If at any stage of the process you wish to withdraw your application from being considered, please contact the vacancy contact person named in the job advertisement, log back into your application through www.jobs.wa.gov.au and update your status to withdrawn.

To ensure that there is transparency to the process, you will also be required to formally withdraw from the process via email at hr.enquiries@dca.wa.gov.au.

Breach of Public Sector Standards

The Public Sector Commission's Employment Standard requires compliance with four principles when filling a vacancy:

- **Merit principle.** A proper assessment must take into account the extent to which the person has the skills, knowledge and abilities relevant to the work-related requirements and outcomes sought by the public sector body and if relevant, the way in which the person carried out any previous employment or occupational duties.
- **Equity principle.** Employment decisions are to be impartial and free from bias, nepotism and patronage. For secondment the employee consents. For transfer employment conditions are comparable.
- **Interest principle.** Decisions about an employee's secondment, transfer or acting take account of the employee's interests and the work-related requirements of the public sector body.
- **Transparency principle.** Decisions are to be transparent and capable of review.

If at any time you feel your application is not being dealt with fairly, you are encouraged to discuss your concerns with the Panel Chair of the selection panel.

You have the right to lodge a Breach of Standard claim within four working days of receiving advice of the employment decision. The panel may choose to extend the

breach period and if so you will be notified. Please be aware that a Breach of Standard claim must be based on dissatisfaction with the recruitment and selection process that has taken place, not on the outcome of the process.

Further information about the Employment Standard is available from the Public Sector Commission website, www.publicsector.wa.gov.au.

Further Information

If you have any further questions regarding the position for which you wish to apply please contact the person nominated in the job advertisement. Alternatively, contact Human Resources on (08) 6552 7540 or email hr.enquiries@dca.wa.gov.au.

Thank you for your interest in the Department of Culture and the Arts and good luck with your application.