

Applying for a Vacancy with VenuesWest

About VenuesWest

VenuesWest's purpose is to be Western Australia's provider of premier sports, recreation and entertainment venues. Our board and staff are working to become recognised and valued as providing opportunities for:

- Elite athlete support
- Health and participation for individuals and families
- Entertainment experiences for Western Australia

Our focus is on sustainable delivery of sporting, recreational and entertainment activities by maintaining an appropriate balance between services delivered and community and financial benefit.

VenuesWest's operating principles have been developed to guide the way that we do business. The principles guide our actions, help staff make appropriate decisions, and are applied when developing new strategies and initiatives. The principles are:

- VenuesWest responds to consumer needs
- VenuesWest works in partnership
- VenuesWest is accountable for its resources and actions

VenuesWest takes pride in owning and/or operating 11 of Western Australia's major sporting, recreation and entertainment venues, including not only the iconic Perth Arena, but also nib Stadium, Challenge Stadium, Arena Joondalup, the WA Basketball Centre, and Perth Motorplex. VenuesWest has recently been appointed as the governance agency for the new Perth Stadium and surrounding Sports Precinct. For further information about VenuesWest and our venues, please visit our website www.venueswest.wa.gov.au

If your career ambition is to work for a high profile, dynamic and progressive organisation, then VenuesWest is the place for you.

Working for VenuesWest

VenuesWest aims to recruitment and retain excellent staff who are passionate about the jobs they do and the services they provide, and who are committed to achieving our business objectives and dedicated to upholding our organisational values. To do so we provide a stimulating and satisfying work environment where effort and contribution are recognised and rewarded.

Recognition Program

At VenuesWest our staff are recognised for their exceptional performance in the areas of innovation, team work, leadership and customer service through the staff informal recognition program and our Annual Awards including the Chairman's Award for Employee of the Year.

Benefits

VenuesWest promotes a healthy and active lifestyle for all its employees and as such entitles employees to certain benefits. All permanent and fixed term staff receive a full gym and aquatic membership, discounts on programmes, fitness courses and in our venue cafes.

Free onsite parking is available at most venues and uniform is provided. We also provide learning and development and a diverse range of career opportunities.

Equal Opportunity and Diversity

As an equal opportunity employer, VenuesWest promotes a workplace that is free from employment practices that are biased or discriminate unlawfully against employees or potential employees. VenuesWest also encourages employment from diverse backgrounds.



Selection and Appointment Standards

VenuesWest seeks to recruit the best available people for vacant positions. The following standards are maintained to ensure this goal is upheld:

- Selection process is fair, consistent, unbiased, timely and delays are minimised.
- Process for selecting applicants is based solely on a proper assessment of merit against the selection criteria.
- At least two selection techniques used in selection process (e.g. interview and referee reports).
- At least one selection panel member trained in selection techniques.
- Selection panels have a minimum of two people.
- Confidentiality is maintained throughout the process.
- All unsuccessful applicants to be notified in writing and be given the opportunity to request further feedback.
- Unsuccessful applicants are notified of a right of review on grounds of a breach of the Human Resource Standards in accordance with the Public Sector Management (Review Procedures) Regulations 1995.
- Legal and administrative requirements for selection and appointment are met including Public Sector Management Act 1994, Equal Opportunity Act 1984 and Occupational Safety and Health Act 1984

Eligibility Requirements

Right to work in Australia - You must be an Australian Citizen or permanent resident of Australia to be eligible for permanent positions with VenuesWest. Fixed-term positions may be offered to candidates with a current working visa which covers the length of the appointment term

Working With Children Check – A Working with Children Check is mandatory for certain positions with VenuesWest that involve child-related work. Applicants for these positions must have a current Working With Children Check or be able to successfully apply for one to be eligible for appointment to the position.

<u>Qualifications</u> – Certain positions will require specific qualifications to be eligible for the role. These qualifications will be listed in the Essential Selection Criteria on the Job Description.

<u>Pre-Employment Medical Check</u> – Certain positions require the successful candidate to undertake a pre-employment medical check prior to commencement. The cost of this check will be borne by VenuesWest.

Title: Applying for a Vacancy with VenuesWest

Author: Human Resources

Date: October 2013 Version: 0.1

Integrity and Accountability

All staff of VenuesWest as public officers, are required to adhere to the principles set out in the Western Australian Public Sector Code of Ethics, which are:

Integrity

We act with care and diligence and make timely decisions that are honest, fair, impartial and open, considering all relevant information available to us.

Relationships with others

We treat people with courtesy and sensitivity, recognising and respecting their interests, rights, safety and welfare.

Accountability

We use the resources of the State in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

These principles are augmented by the VenuesWest Way (listed in the Job Description); a set of behaviours, standards and attitudes which are expected of all staff of VenuesWest.

It is a requirement that all employees of VenuesWest adhere to the VenuesWest Way, Public Sector Code of Ethics as well as VenuesWest's official Code of Conduct.

All new employees of VenuesWest are required to attend a mandatory training session on Accountable and Ethical Decision Making within 3 months of commencement.

For further information regarding integrity and accountability, or to obtain a copy of any of the abovementioned documents, please contact Human Resources on (08) 9441 8362.

The Recruitment Process

The recruitment and selection process is unique to each position, however here is a general guideline of what you may expect when applying for a position with VenuesWest:

- Submit your application as per the deadline specified in the Job Advertisement – your application needs to provide us with enough information for us to consider what you can offer against the job related requirements.
- Shortlisting Once the advertisement has closed, a selection panel of at least two people will review the applications received and assess against the selection criteria of the position.
 Under normal circumstances, you can expect to be contacted within two weeks of the advertisement close date if you have been shortlisted for interview.
- The Interview Interviews are conducted by the selection panel. Depending on the position, you may be provided with the list of questions prior to the interview for your preparation.
- Reference Checks At least two work-related reference checks will be conducted for the preferred candidate once interviews have been completed. It is advisable that you inform your referees to expect possible contact from us if you have been selected for interview. Nonnominated referees may be contacted to validate any claim made by an applicant, including integrity claims.
- <u>Decision Time</u> We will gather all the evidence we have collected through the recruitment process and determine the candidate(s) who have proven to meet the selection criteria. In some instances, further interviews may be conducted.
- <u>Position Offered</u> The position will be offered to the preferred candidate. All applicants will be notified in writing of our final decision, normally within two weeks of the conclusion of interviews and/or further assessments.
- <u>Feedback</u> If you are not successful, you may find it useful to contact the person in your notification letter for feedback to assist you in applying for future positions.

Why Is Your Application Important?

Your written application will be considered by the selection panel to determine whether you will be selected for an interview. Your application needs to demonstrate that you meet all the job requirements and are more competitive than the other applicants to gain an interview.

Submitting Your Application

Submitting your application online is the preferred method. Information on applying online is included in this document. If you are unable to submit your application online, please contact Human Resources on (08) 9441 8362 to discuss other methods of application.

Application Tips

- Complete all of the application questions. This
 can be done online or alternatively a paper copy
 may be provided to you by contacting Human
 Resources on (08) 9441 8362.
- Ensure that you read the job advertisement carefully and include all specified documents with your application. You will need to attach a copy of your current resume and a cover letter. Unless otherwise stated in the job advertisement, you should also include a written statement addressing all of the selection criteria listed in the job description.
- Ensure that your documents are MS Office compatible or in PDF format. Do not submit .docx documents as they cannot be opened.
- Ensure that you apply for the position before the closing time. Note that late applications will not be accepted. If you are unable to apply online and are concerned that your posted application will not be received by the closing time, you must contact Human Resources before the close time to discuss the matter. The contact number for all application enquiries is (08) 9441 8362.

Title: Applying for a Vacancy with VenuesWest

Author: Human Resources

Interview Preparation Tips

Questions asked at interview will relate to the workrelated requirements of the position. The same questions will be asked of each applicant although questions seeking clarification or expansion may differ. When contacted for the interview you will be informed of the number of people on the panel and who they are.

For certain positions, you may be required to give a presentation, participate in role-plays/case scenarios, perform work/skills-based exercises or provide examples of previous work as part of the assessment process.

In preparation for the interview process, you should:

- Be aware of what the role involves from the Job Description
- Focus on the work-related requirements and think of examples and work situations where you have applied the relevant skills and abilities.
- Focus on the duties of the position and how you would carry them out. Think of problems that you may encounter and how you would solve them.
- Think about your additional responsibilities in regards to managing other people.
- If you have any relevant reports or examples of your skills and abilities, bring them to interview.
- Bring a copy of your written application with you for reference.

Interview Day Tips

- Arrive at least 15 minutes before your interview time to ensure that you are able to find parking and locate the designated meeting area.
 Please note – if you arrive early you may be required to wait until your assigned interview time.
- Do not assume that each of the selection panel members know about your suitability for the role even though you may have worked for VenuesWest or in a similar government role previously.
- Take time to answer each question. The selection panel will appreciate a well thought out answer presented clearly and concisely even though you may take a few moments to put your thoughts together.
- If you do not understand a question, ask for clarification before replying.
- Wherever possible, relate your answer to direct experiences you have had.

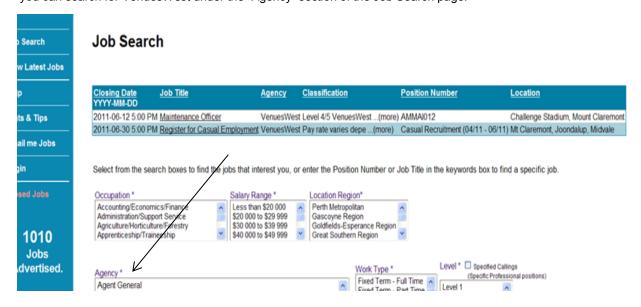
Title: Applying for a Vacancy with VenuesWest

Author: Human Resources

How to Apply for Advertised Vacancies The Jobs WA Website

VenuesWest utilises the Jobs WA website to process and manage all applications for all advertised vacancies.

At the Jobs WA website, you can view a list of all current vacancies with VenuesWest. If you cannot see the list, then you can search for VenuesWest under the "Agency" section of the Job Search page.

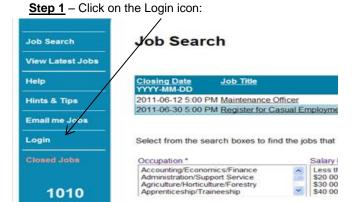


You can view the details of each position by clicking on the job title, but before you apply online, we recommend that you register and login to ensure that your application will not be lost.

If you do not wish to register, you can go straight to clicking on the "Apply For Job" button on the job advertisement.

Registering Your Details on the Job Board

By registering your details, you can save your application online and go back to amend it prior to submitting your final version. It also means that your application will not be lost if the system times out. Once you have registered you will be able to use this registration when applying for any future vacancies on the Jobs WA website.



Step 2 - Press the Not Registered? Icon:

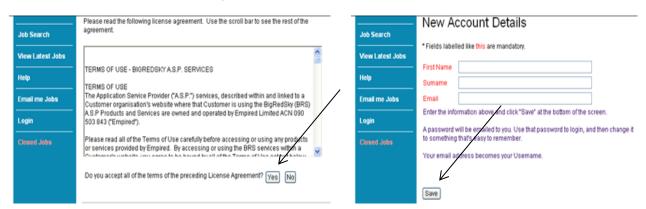


Title: Applying for a Vacancy with VenuesWest

Author: Human Resources

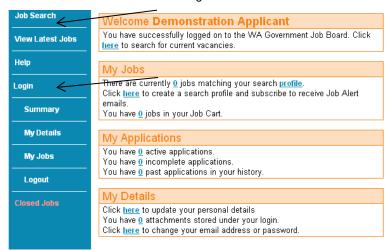
Step 3 - Read and accept the licence agreement:

Step 4 - Enter your details and press save:



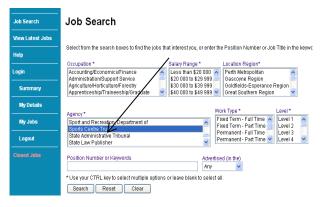
You will then be sent an email confirming that you have registered and you will be provided with a password.

Once you have your password, you can login and apply for an advertised vacancy. Click on the Login icon on the side toolbar and enter your email address and password. Your tailored Jobs WA page will be displayed. You can then click on the Job Search icon to go back to the advertised vacancies.

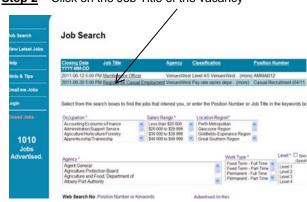


Apply for and Advertised Vacancy

<u>Step 1</u> – Select VenuesWest as the Agency



Step 2 - Click on the Job Title of the vacancy

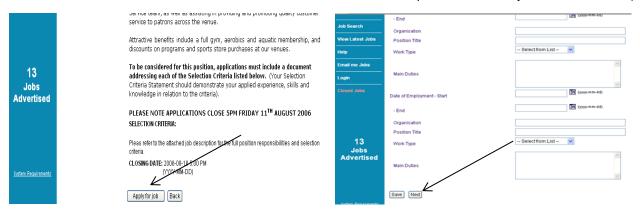


Title: Applying for a Vacancy with VenuesWest

Author: Human Resources

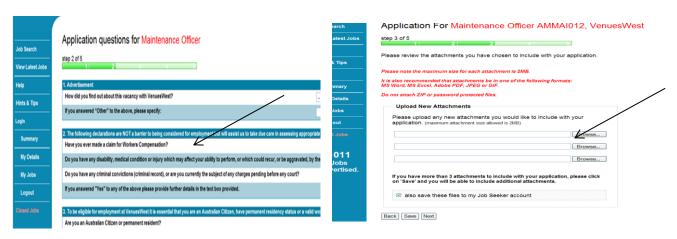
Step 3 – Click on the Apply For Job button

<u>Step 4</u> – Complete the online form and press next (you only need to complete the mandatory sections of the form).



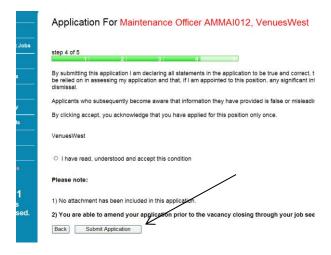
Step 5 - Answer the standard questions

Step 6 - Add your attachments



If you are registered, you can save your application at this stage and come back to finalise it at a later time (before the application cut off). If you are not registered, click on the Next icon.

<u>Step 7</u> – You will receive a declaration notice, if you agree with the content of this declaration and are happy with all your responses, choose "I have read, understood and accept this condition" from the drop down menu and click Submit Application.



Your application is now complete.

Title: Applying for a Vacancy with VenuesWest

Author: Human Resources