

# 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](http://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.

**Qualifications** – 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.

**Pre-Employment Medical Check** – 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.

## 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. Non-nominated referees may be contacted to validate any claim made by an applicant, including integrity claims.
- **Decision Time** – 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.
- **Position Offered** – 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.
- **Feedback** – 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.

## Interview Preparation Tips

Questions asked at interview will relate to the work-related 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.

# 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.

**Job Search**

Closing Date YYYY-MM-DD	Job Title	Agency	Classification	Position Number	Location
2011-06-12 5:00 PM	<a href="#">Maintenance Officer</a>	VenuesWest	Level 4/5 VenuesWest ... (more)	AMMAI012	Challenge Stadium, Mount Claremont
2011-06-30 5:00 PM	<a href="#">Register for Casual Employment</a>	VenuesWest	Pay rate varies depe... (more)	Casual Recruitment (04/11 - 06/11)	Mt Claremont, Joondalup, Midvale

Select from the search boxes to find the jobs that interest you, or enter the Position Number or Job Title in the keywords box to find a specific job.

Occupation \*  
 Accounting/Economics/Finance  
 Administration/Support Service  
 Agriculture/Horticulture/Forestry  
 Apprenticeship/Traineeship

Salary Range \*  
 Less than \$20 000  
 \$20 000 to \$29 999  
 \$30 000 to \$39 999  
 \$40 000 to \$49 999

Location Region \*  
 Perth Metropolitan  
 Gascoyne Region  
 Goldfields-Esperance Region  
 Great Southern Region

Agency \*  
 Agent General

Work Type \*  
 Fixed Term - Full Time  
 Fixed Term - Part Time

Level \*  
 Specified Callings  
 (Specific Professional positions)  
 Level 1

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 1** – Click on the Login icon:

**Job Search**

View Latest Jobs

Help

Hints & Tips

Email me Jobs

**Login**

Closed Jobs

**1010 Jobs**

**Job Search**

Closing Date YYYY-MM-DD	Job Title
2011-06-12 5:00 PM	<a href="#">Maintenance Officer</a>
2011-06-30 5:00 PM	<a href="#">Register for Casual Employment</a>

Select from the search boxes to find the jobs that

Occupation \*  
 Accounting/Economics/Finance  
 Administration/Support Service  
 Agriculture/Horticulture/Forestry  
 Apprenticeship/Traineeship

Salary  
 Less than \$20 000  
 \$20 000 to \$29 999  
 \$30 000 to \$39 999  
 \$40 000 to \$49 999

**Step 2** - Press the Not Registered? Icon:

**jobs.wa.gov.au** EMPLOYMENT OPPORTUNITIES WITH THE WESTERN AUSTRALIAN GOVERNMENT

HOME | JOB BOARD SEARCH TIPS | APPLICATION INFORMATION | HELP | FEEDBACK

Job Search

View Latest Jobs

Help

Email me Jobs

Email

Password

Login

[Not Registered?](#)

[Forgotten Your Password?](#)

[System Requirements](#)

**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**

**Step 1** – Select VenuesWest as the Agency

**Step 2** – Click on the Job Title of the vacancy



**Step 3** – Click on the Apply For Job button

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

13 Jobs Advertised

Attractive benefits include a full gym, aerobics and aquatic membership, and discounts on programs and sports store purchases at our Venues.

To be considered for this position, applications must include a document addressing each of the Selection Criteria listed below. (Your Selection Criteria Statement should demonstrate your applied experience, skills and knowledge in relation to the criteria).

PLEASE NOTE APPLICATIONS CLOSE 5PM FRIDAY 11<sup>TH</sup> AUGUST 2006

SELECTION CRITERIA:

Please refer to the attached job description for the full position responsibilities and selection criteria.

CLOSING DATE: 2006-08-16 5:00 PM (YYYY-MM-DD)

Apply for job Back

13 Jobs Advertised

Organisation

Position Title

Work Type

Main Duties

Date of Employment - Start

End

Organisation

Position Title

Work Type

Main Duties

Save Next

**Step 5** – Answer the standard questions

**Step 6** – Add your attachments

Application questions for Maintenance Officer

step 2 of 5

1. Advertisement

How did you find out about this vacancy with VenuesWest?

If you answered 'Other' to the above, please specify:

2. The following declarations are NOT a barrier to being considered for employment and will assist us to take due care in assessing appropriate

Have you ever made a claim for Workers Compensation?

Do you have any disability, medical condition or injury which may affect your ability to perform, or which could recur, or be aggravated, by the

Do you have any criminal convictions (criminal record), or are you currently the subject of any charges pending before any court?

If you answered 'Yes' to any of the above please provide further details in the text box provided.

3. To be eligible for employment at VenuesWest it is essential that you are an Australian Citizen, have permanent residency status or a valid work

Are you an Australian Citizen or permanent resident?

Application For Maintenance Officer AMMA1012, VenuesWest

step 3 of 5

Please review the attachments you have chosen to include with your application.

Please note the maximum size for each attachment is 2MB.

It is also recommended that attachments be in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG or GIF.

Do not attach ZIP or password protected files.

Upload New Attachments

Please upload any new attachments you would like to include with your application. (maximum attachment size allowed is 2MB)

Browse...

Browse...

Browse...

If you have more than 3 attachments to include with your application, please click on 'Save' and you will be able to include additional attachments.

also save these files to my Job Seeker account

Back Save Next

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.

**Step 7** – 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.

Application For Maintenance Officer AMMA1012, VenuesWest

step 4 of 5

By submitting this application I am declaring all statements in the application to be true and correct, to be relied on in assessing my application and that, if I am appointed to this position, any significant information is not withheld.

Applicants who subsequently become aware that information they have provided is false or misleading

By clicking accept, you acknowledge that you have applied for this position only once.

VenuesWest

I have read, understood and accept this condition

Please note:

1) No attachment has been included in this application.

2) You are able to amend your application prior to the vacancy closing through your job seeker account.

Back Submit Application

Your application is now complete.

Title: Applying for a Vacancy with VenuesWest

Author: Human Resources

Date: October 2013

Version: 0.1

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