



Government of **Western Australia**
Department of **Communities**

Information for Applicants

Thank you for your interest in working for the Department of Communities – Housing, which offers excellent opportunities for talented and highly motivated employees.



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About Housing

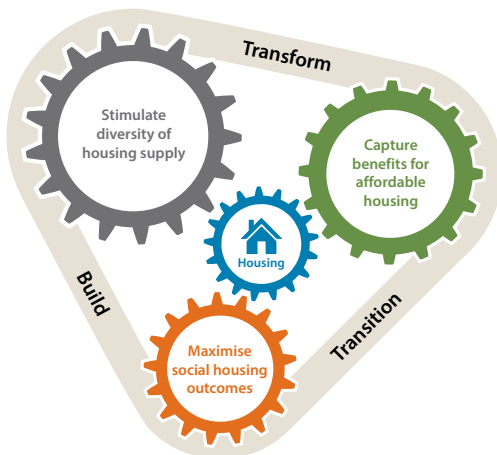
As part of Machinery of Government (MoG) changes, functions from the Department of Local Government and Communities, the Department for Child Protection and Family Support, Housing Authority and Disability Service Commission have amalgamated to form the Department of Communities as of 1 July 2017.

Housing seeks to build better communities and enable all Western Australians to have a place to call home.

Through the State Government's Affordable Housing Strategy 2010-2020: Opening Doors to Affordable Housing (Opening Doors), Housing is firmly focused on helping Western Australians progress towards home ownership.

Housing provides public housing for those in need, when in need; affordable land and housing opportunities for those on low-moderate incomes, assists with housing finance through Keystart, provides rental assistance, and provides government employees in regional areas with quality homes so that they can deliver the necessary services to their communities.

As part of Opening Doors, Housing plays a pivotal role in connecting stakeholders and partners from the private and not-for-profit sectors, local government authorities and other State Government agencies to deliver 30,000 more affordable homes by 2020 for low to moderate income earners.



Vision and Mission

Housing is an organisation that places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers, and our business partners.

Being values driven also affects the way we work with the wider community, particularly with our tenants, other clients and partners. Using these values as tools on a daily basis is the responsibility of everyone who works at Housing.



Feel at home and enjoy the benefits

Employment options to support work life balance

Flexible Working Hours	<ul style="list-style-type: none">• 37.5 hours per week for full time staff• Flexible start and finish times• Flexi days• Opportunity to work part time or job share, subject to operational requirements
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Flexible Leave Options

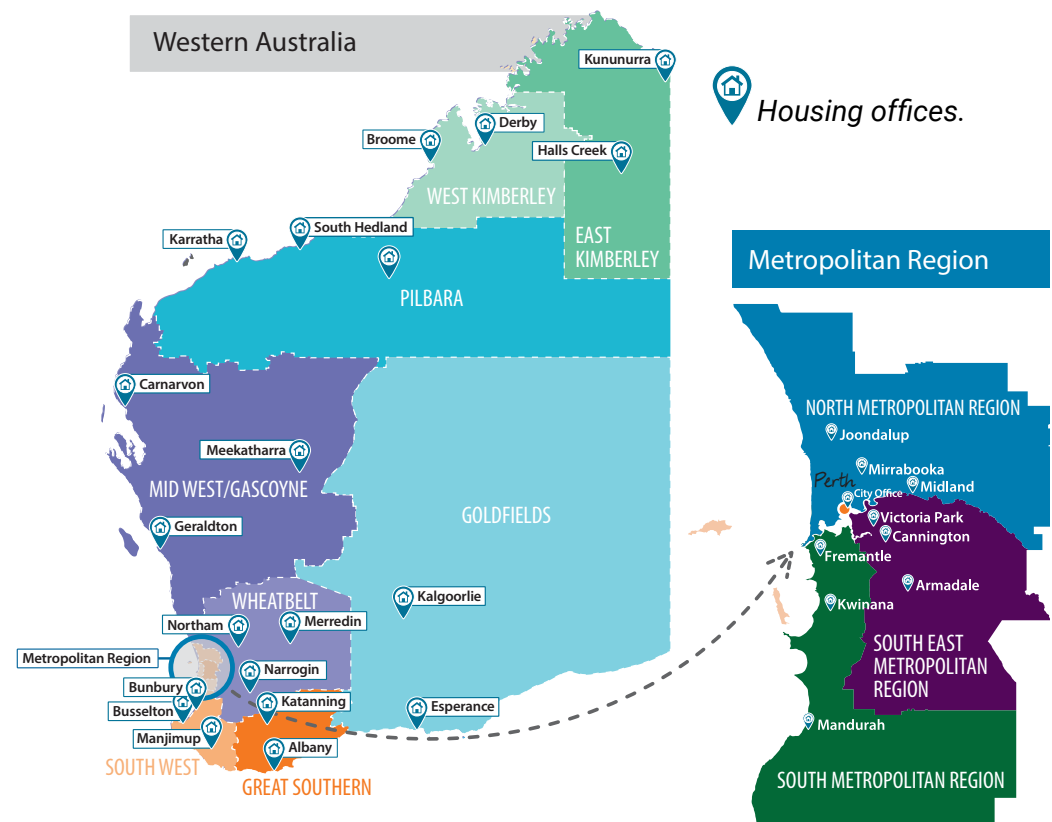
Annual Leave	4 weeks (pro rata for part time) per calendar year
Personal Leave	15 days (pro rata for part time) paid leave provided for illness, unanticipated personal matters or to care for ill family members on an annual basis
Long Service Leave	13 weeks after 7 years continuous service (pro rata for part time) with the option to take this leave as half pay or double pay
Repealed Public Service Holidays	2 days in lieu of New Year and Easter's day
Purchased Leave	Ability to self fund up to an additional 10 weeks leave per calendar year
Maternity Leave Adoption Leave Other Parent Leave	14 weeks paid leave for each birth or adoption of child (after 12 months continuous service with the public sector) for the primary care giver that forms part of the 52 weeks unpaid entitlement
Grandparental leave	52 weeks continuous unpaid leave
Cultural and ceremonial leave	May be taken from accrued leave entitlements

Additional pay options

Superannuation	9.5% (as at 1 July 2014) of your gross salary paid to your chosen superannuation fund
Annual Leave Loading	17.5% of hourly rate for 20 days Annual Leave paid annually in December (capped at 8.1 salary)
Deferred Salary Scheme	Reduce your pay for 4 years and receive 80% of your normal salary to fund 12 months leave in the 5th year, of which you will be paid 80% of your normal salary
Salary Packaging	Allows you to use pre-tax income towards benefits such as car leases, superannuation thus reducing your taxable income

Regional Benefits (specific country locations only)

- District Allowances
- Air-conditioning subsidies for properties with refrigerated air-conditioning
- An additional weeks Annual Leave (above 26th Parallel – North West Annual Leave)
- Annual Leave Travel Concession - we will provide you & your dependents with the cost of an airfare to and from Perth after you have worked 12 months continuous service in that location
- Paid Travel Time - when travelling to Perth on an Annual Leave Travel Concession you will be provided with paid travel time of up to 2 days (air travel) or 5 days (road travel)
- Paid Regional Medical Travel – If you need to travel over 240km from your headquarters for medical care you will be provided with paid travel time to get there
- Subsidised housing may be available



Take advantage of the opportunities for Learning

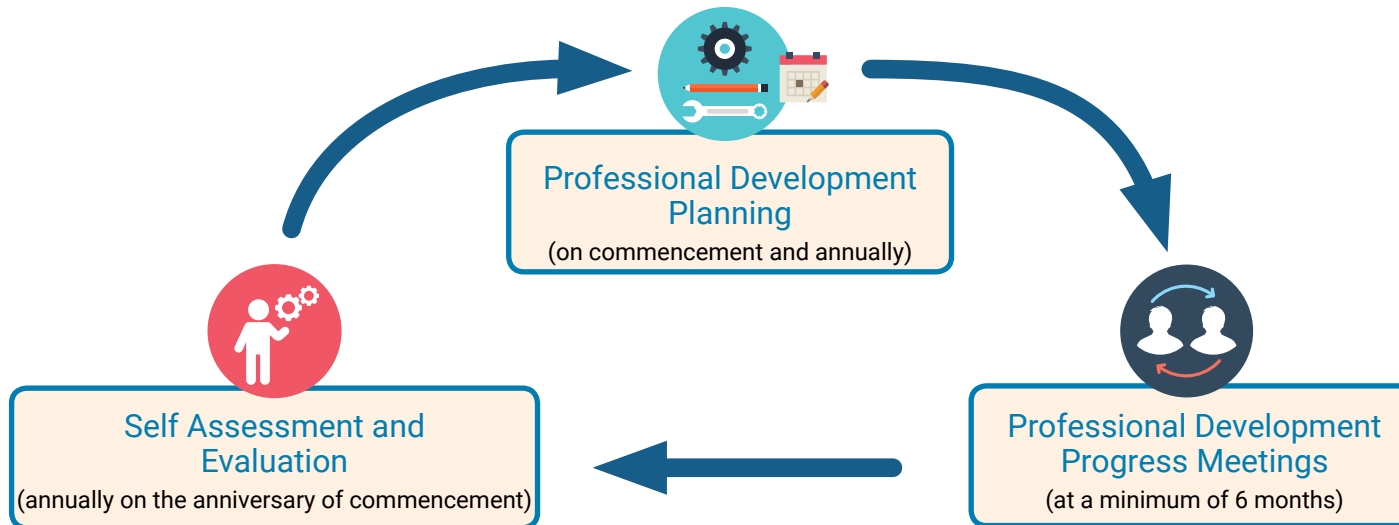
Learning and Development

Building your skills can include:

- Higher duties and at level acting opportunities where possible
- In-house formal courses
- On-the-job training
- Computer based training
- External seminars and workshops
- Personal development courses

Professional Development Program (PDP)

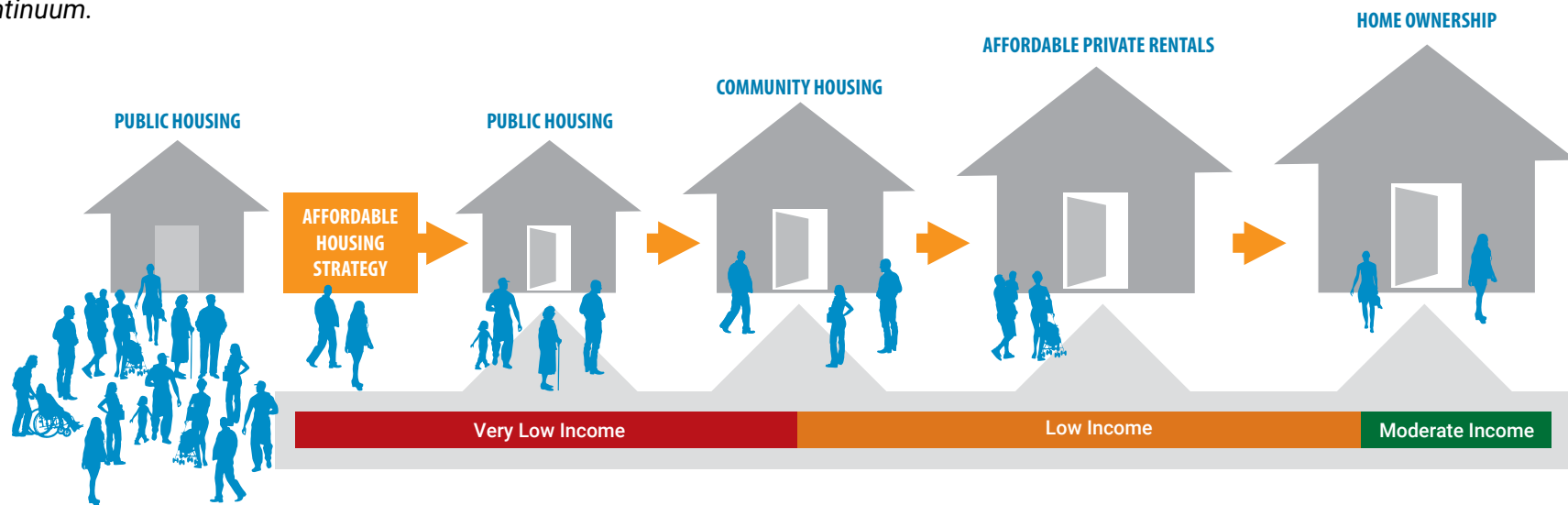
A structured process to provide the direction and support you need to advance your career at Housing. On commencement your manager will work with you to develop an agreed work-plan outlining the key results expected from you in your role. From this point onwards you will have regular opportunities to discuss progress and receive feedback and undertake a PDP.



Become active with wellness and social Initiatives

Wellness Program	Yearly free influenza vaccinations, health checks and skin checks
Employee Assistance Program	Access to four accredited organisations that provide free counselling to you and your family for work or personal issues
Optical expense reimbursement	Eligibility for reimbursement of eyesight screening and testing if you are permanent employee and use computers as part of your regular work
Social Club	An active social club with a range of functions and events determined by location

Housing continuum.



Housing encourages all to apply for advertised positions

Career Opportunities

Housing is a diverse organisation and provides employees with opportunities in a wide range of areas and professions. All appointments are based on merit.

We strive to foster a diverse workforce at all levels which embraces women, people from culturally diverse backgrounds, people with disabilities and Aboriginal and Torres Strait Islanders. This objective helps to ensure a sensitive approach in dealing with a diverse range of customers, a broader input into our decision-making processes and more appropriate and responsive services.



Indigenous Employee Career Opportunities

Public Sector Commission Aboriginal Traineeship Program

Six (6) positions allocated to Housing each year. Trainees complete a Certificate IV in Government and have opportunity to transition into a Level 2 Administration/ Customer Service role

Graduate Program

Two (2) identified positions that run for 2 years

Mentoring Program

An ongoing program within Housing, available to Indigenous employees

Scholarship Program

An annual Housing program, ongoing & available to Indigenous employees



Eligibility

To be eligible, you must have one of the following at time of lodging your application;

- be an Australian citizen or have permanent residency status in Australia for a **permanent appointment** to the Western Australian public sector;
- a Special Category Visa with unrestricted stay and work rights for New Zealand citizens for a **permanent appointment** to the Western Australian public sector; and
- documentary evidence (i.e. working visa) of your entitlement to live and work in Australia for the duration of the **fixed term employment**.

Recruitment for position or pool

Position

- This recruitment process is used to fill a vacancy identified by Housing. Applicants deemed suitable, but not recommended from this process may be offered employment should a similar position become available within six months from when the delegated authority has signed off on the recruitment decision.

Pool

- This recruitment process is used to attract a number of applicants for positions that become available within the life of the pool. If you are deemed suitable in a selection process, you will remain in the pool and when a similar vacancy arises, you may be offered an employment opportunity.

A guide to assisting you through the recruitment process

Submitting your application

- All information required on the application form (online or hard copy) must be addressed.
- Please read the application instructions in the advertisement.
- Your submission should demonstrate your ability to undertake the role.
- Please do not submit any certificates or written references with your initial application.
- Your referees must be able to comment on your work performance relevant to the role, from a supervisory level.
- Applicants are requested to apply online and therefore you must have a valid email address. Alternative methods to lodge applications:

Post 'Confidential Advertised Vacancy'
Attention: HR Consultant
Department of Communities – Housing
99 Plain Street
EAST PERTH WA 6004

Hand Delivery to Security Guard before 5pm 'Confidential Advertised Vacancy'
Attention: HR Consultant
Department of Communities – Housing
Ground Floor, 99 Plain Street
EAST PERTH WA 6004

- Applicants will receive an email acknowledgment once their application is received.

Applications Close

Please refer to and take note of the advertisement for the closing date and time. It is the responsibility of the applicant to ensure sufficient time is allowed when submitting your application. Unfortunately Housing will not accept late applications.

If you are unsure if your application has been received, please contact the HR Consultant listed in the advertisement.

Shortlisting Applications

A panel will convene to assess all applications received. Each panel member makes an assessment on each of the applicant's claims against the work related requirements of the position. The panel then meets and reaches a consensus decision on who to assess further.

Applicants who are rated as suitable and competitive will be shortlisted and may be considered for further assessment.

Further Assessment

Shortlisted applicants could be invited for a formal interview, provided practical tests, requested to give a presentation, or asked to provide examples of previous work completed. The interview will be conducted by a panel consisting of two to four panel members and this is your opportunity to demonstrate your suitability for the position.



Selection

After the selection process has been completed the panel will reach a decision to appoint the most suitable applicant.

Appointment to the position will be based on the business needs of Housing which includes:

- a) Relevant experience or capacity in the work area of the vacancy
- b) Competitiveness based on the panel's assessment against the job related requirements
- c) Creating an overall team in the work area that has diversity of experience relevant to the position
- d) Creating an overall team in the work area that meets the diversity needs of the Agency as outlined in our Equity and Diversity Plan
- e) Availability to start in the position.



Notification, Feedback & Breach Claims

Housing will advise all applicants in writing of the outcome of the selection process once the recommendation has been endorsed. All applicants are encouraged to seek feedback on their application.

There is a breach claim period of four (4) business days for which applicants can lodge a claim against the process as per the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005*.

Employment Information

Offers of employment will be made subject to you supplying documentary evidence of:

- Your full name and date of birth (upon commencement of employment)
- Your entitlement to work in Australia (upon commencement of employment)
- A satisfactory Police Clearance (within two weeks of your commencement date)

Housing reserves the right to withdraw the offer of employment where an applicant possesses a conviction that the agency considers to be at conflict with their employment.

While the selection process will initially be used to fill the advertised vacancy, it may also be used to fill other like vacancies that may arise over the course of business. In addition, should the successful applicant decline or vacate the advertised position, another suitable applicant may be selected from this process.

Good luck with your application.

Louise Avon-Smith
Manager Human Resources



