



APPLICANT INFORMATION

About the Department

The Department of Jobs, Tourism, Science and Innovation (JTSI), was established on 1 July 2017 as part of the Western Australian Government's Machinery of Government changes that led to the amalgamation of several leading Departments. This new department is Western Australia's leading agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia.



JTSI is staffed by technical experts in economics, law, resources, governance, policy, environment, heritage, project management, investment attraction and many other fields that contribute to developing economic supports for the future of the Western Australian economy.

Staff can:

- negotiate and guide [agreements](#) made between the government and major project (mainly resource) proponents
- coordinate government processes for major projects that [qualify for assistance](#)
- advise government internally on [economic policy](#)
- [project manage approvals](#) in land tenure, native title and heritage, environment and planning for major government infrastructure initiatives

The Department of Jobs, Tourism, Science and Innovation comprises the [Western Australian Tourism Commission](#) and the following five operational divisions:

- Policy, Planning and Science; which provides strategic policy advice on State development issues, develops the State's science and innovation capabilities, and develops industrial land
- Resources Development and Defence; which leads and assists the development and expansion of Western Australia's resources and industry sectors, improves local industry capability and participation, and promotes Western Australia's defence sector
- International Education, Trade and Investment; which promotes export market development and manages the State Government's network of international trade and investment offices
- Corporate Services – provides efficient and appropriate corporate services to management and staff across the department.
- Legal and Commercial Strategy – provides and coordinates specialist legal advice across the department.



Working at JTSI

We're keen to develop a diverse and dynamic workforce and welcome applications from Aboriginal and Torres Strait Islander people, young people, women, people with disabilities and people from culturally and linguistically diverse backgrounds.

At JTSI we recognise that the experience and skills you've developed during your life are valuable. Most jobs at JTSI don't require an essential qualification as a starting point because we understand that you can transfer your skills, abilities and knowledge into a variety of roles.

Eligibility

To be eligible for permanent appointment to the WA Public Service, it is essential you have permanent residency status in Australia, or are a New Zealand citizen with a Special Category Visa. A New Zealand citizen who enters Australia on a current New Zealand passport is granted a Special Category Visa which enables them to remain indefinitely in Australia with unrestricted work rights.

If you do not meet these requirements you *may* be eligible for fixed term employment opportunities. In this situation, you must provide documentary evidence of your entitlement to live and work in Australia for the period of the fixed term contract.

For more information about eligibility visit the Department of Immigration and Border Protection website.

THE APPLICATION PROCESS

About the job

Read the job advertisement and job description form which are available for download at www.jobs.wa.gov.au or at www.jtsi.wa.gov.au.

If you have any questions about the job duties or job requirements telephone the nominated contact person in the advertisement for further job-related information.

Your application and CV (resume)

To apply for a position you need to submit a brief cover letter and detailed CV. If you do not apply online you will also need to complete an application form.

Your **cover letter** should be a brief summary (maximum 3 pages) of your work experience in relation to the *job requirements* listed in the job description form.

You *are not* required to address the *job competencies* unless specifically requested to do so in the job advertisement.

While you are not required to provide lengthy written examples/statement of claims for each *job requirement*, there may be circumstances where you will be requested to provide more specific information about your skills and experience in relation to the *job requirements and/or job competencies*. Should this circumstance arise it will be explicitly and clearly stated in the job advertisement, so ensure you read the advertisement thoroughly for any further instructions.



If you are requested to provide more detailed information, the recommended approach is to write about a particular situation you've been involved in or worked on; outline what action you took and the work you completed; and then explain how your contribution impacted on the outcome. This is a structured method of demonstrating to the selection panel how you're able to use your skills and experience and how you can transfer your knowledge.

Your detailed **CV** should outline your work history, the positions you've held and any of your major responsibilities or tasks. This provides the selection panel with a good idea of the range of skills you have and your suitability for the role.

Make sure your CV also includes contact information for two (2) professional referees, including a current or recent manager who can comment on your suitability for the role. It is highly recommended that you notify your referees that they may be contacted prior to applying for a position. If you have concerns regarding advising your current employer of your application please notify us.

Evidence of formal qualifications

You *do not* need to provide certificate copies of tertiary or other relevant qualifications with your application. While most positions do not require a formal qualification, if evidence of a degree or other relevant qualification is required you will be notified at a later stage of the recruitment and selection process.

Application form

When applying online you will automatically be required to complete an application form as part of the online process, as such, you *do not* need to complete and submit a manual application form.

However, if you submit your application in hard copy format you will also need to complete and submit a manual application form. Application forms are available for download at www.jobs.wa.gov.au after searching for the relevant position advertised.

Hints and tips to assist with your application

The links below provide more information about preparing your application:

Application tips for government jobs – <https://jobs.wa.gov.au/application-tips>

Cover letter and CV examples – <http://www.seek.com.au/career-advice/>

The government recruitment process – <https://jobs.wa.gov.au/understanding-recruitment>



Lodging your application

Our preference is for all applications to be submitted online. Online applicants will receive an automated email confirming receipt of their application.

If you are unable to apply online you may send your application by post or personal delivery to:

Manager Human Resources
Department of Jobs, Tourism, Science and Innovation
1 Adelaide Terrace
EAST PERTH WA 6004

(or where applicable, the designated address in the job advertisement).

Please mark the envelope "Confidential Advertised Vacancy".

Applications must be received by the closing time and date specified in the advertisement. We are not able to accept late applications.

It is the responsibility of applicants to ensure their application has been received on time and lodged correctly with all attachments.

THE RECRUITMENT & SELECTION PROCESS

After the advertising closing date Human Resources will collate all applications and disseminate to the selection panel, typically comprised of three (3) panel members but may vary according to the advertised position.

Shortlisting

Applications are only assessed after the closing date. The selection panel will review each application using the information provided in the cover letter and CV.

While the selection panel will make every attempt to complete shortlisting in a timely manner, depending on the number of applications received shortlisting can take anywhere from a week to a month.

For an update on the progress of shortlisting you may telephone the nominated contact person in the job advertisement.



Interviews

Applicants selected for interview will be contacted by telephone or email and notified of their interview date and time, so please ensure your contact details are up-to-date.

During the formal interview you will be asked a number of questions that relate to the selection criteria (job requirements and job competencies). For some positions you may be asked to undertake a writing exercise or conduct a presentation; the selection panel will provide you with advance notice for this type of assessment.

The interview also provides you with the opportunity to ask your own questions to glean more information about the role.

Referee checks

Following interviews referee reports will be acquired for the most competitive applicants. It is standard practice for two referee reports to be obtained for each competitive applicant.

While the selection panel aims to complete referee reports promptly, delays may be experienced where referees are unavailable or unable to be contacted. It is important that you provide referees who are available and able to comment on your suitability to undertake the advertised position.

Notification of outcome

Following the selection panel's decision for appointment to the advertised position, ALL applicants will receive email notification of the outcome. The notification will offer and encourage applicants to seek feedback on their application and/or interview performance from the contact person nominated in the notification letter.

The notification triggers the four (4) day breach of standard review period, which allows an individual to seek relief if they believe the decision made has breached the Employment Standard and they have been adversely affected by the breach.

The applicant recommended for appointment will receive a letter confirming their recommendation for appointment subject to the four (4) day breach of standard review.

Only at the conclusion of the breach period will the recommended applicant be offered a contract of employment.

4 Day Breach of Standard/Review Period

The Public Sector Standards in Human Resource Management (the Standards) sets out the minimum standards required of all Western Australian Public Sector bodies and employees.

The Employment Standard applies when filling a vacancy by way of recruitment, selection, appointment, secondment, transfer and temporary deployment (acting) in the Western Australian public sector.



The Employment Standard requires four principles to be complied with when filling a vacancy.

Merit principle

The Western Australia public sector makes employment decisions based on merit. Merit usually involves the establishment of a competitive field.

In applying the 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 (applies to secondments, transfers and acting)

Decisions about an employee's secondment, transfer or acting take account of the employee's interests and the work related requirements of the relevant public sector body.

Transparency principle

Decisions are to be transparent and capable of review.

Further information about the breach of standard claim process and how an aggrieved applicant can lodge a claim is available on the Public Sector Commission website at:

<http://www.publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/public-sector-standards-human-resource-management/breach-standard-claims>

If at any time you feel your application is not being dealt with fairly, you are encouraged to discuss your concerns with the chairperson or job advertisement contact person.

For further advice on lodging a breach of standard claim please contact the Manager Human Resources on (08) 9222 0571.