



# Job Application Package

## WESTERN AUSTRALIA POLICE FORCE

### Benefits of working with the Western Australia Police Force

As an employer of choice, the Western Australia Police Force (WA Police Force) has a number of benefits to offer that can enrich your employment experience. In addition to your salary and employer superannuation contributions, the following benefits are accessible;

#### Growth and learning opportunities

The WA Police Force has a strong commitment to provide growth and learning opportunities for all our team that will help you take greater control of your future. At the WA Police Force you can take advantage of the following opportunities:—

- Expressions of interests and acting prospects allowing you to broaden your work experience through on-the-job training in different types of jobs at your substantive classification and at higher pay classification throughout the agency
- Study leave is available with up to 5 hours paid leave per week to attend classes during working hours
- In-house learning programs
- Leadership programs which aim to identify and develop leaders of tomorrow.

#### Flexible leave options

The WA Police Force recognises and appreciates a diverse team. We understand the needs of our workforce and in doing so can offer you leave entitlements that will assist you to find that balance. As a WA Police Force employee you will be entitled to;

- 4 weeks of annual leave per year with leave loading of 17.5%.
- The ability to purchase more annual leave (up to 10 weeks of additional leave can be purchased) giving you enough leave to plan for an overseas holiday or to cover school holidays.
- 13 weeks of long service leave following 7 years of continuous service.
- Personal leave which provides you with flexible, paid leave for a variety of personal purposes such as sick leave and carer's leave.
- Parental leave, including 14 weeks paid leave, with options on how and when you return to work.
- Deferred salary scheme which allows you to take 12 months of paid leave after completing 4 years of service at a reduced rate of pay.
- Cultural and ceremonial events leave that may be taken from existing accrued leave entitlements.

#### Work-life balance opportunities

The WA Police Force is among the most progressive government departments. We have taken a lead role in providing a healthy work-life balance for all our team. As a result, you;

- Have the option of seeking flexible work hours, as long as operational requirements can be met. In consultation with your manager, you can vary your working hours, attendance patterns and working arrangements to best balance your work and personal commitments.
- You may also be able to negotiate 'work from home' arrangements where appropriate.

## Salary packaging

Salary packaging allows you to use direct pre-tax income towards benefits such as car leases, superannuation or laptop computers. These arrangements reduce the amount of tax you pay, potentially increasing your disposable income.

## Fit for Life program

The WA Police Force acknowledge that it is important to nurture your general wellbeing. A WA Police Force initiative 'Fit for LIFE' is about the WA Police Force caring for its employees, their health, helping them look at healthy behaviours, and giving them the opportunity to make some changes.

All staff and their families are encouraged to enjoy regular physical activity and healthy eating to improve cardiovascular health, promote general wellbeing and achieve a healthy weight. Free gym facilities are available at a number of locations. Fit for Life offers a variety of coordinated events to suit staff of all ages.

## The WA Police Force – An exciting opportunity where you can make a difference!

The WA Police Force is responsible for policing the world's largest single police jurisdiction, covering an spanning 2.5 million square kilometres with over 150 police stations across 8 metropolitan and 7 regional districts.

Our mission is to provide trusted and valued policing for Western Australia

The WA Police Force acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present

The WA Police Force will provide you with the opportunity to be part of a values driven organisation, directly contributing to the agency's ability to enhance the quality of life and well being of all people in Western Australia by contributing to making the state of WA a safe and secure place.

We do this by encompassing our core values in everything we do;

Our values are —

- **Duty** – Uphold our duty to our community, building confidence and trust.
- **Teamwork** – Promote teamwork and value the contribution of all.
- **Integrity** – Demonstrate integrity at all times across the organisation and our community.
- **Care** – Act with care, recognising the impact we have on others.

These core values underpin the conduct, behaviour and practices expected of all employees working for the WA Police Force.

## The Selection Process

The recruitment and selection process for each position is unique and may include differing selection methodologies depending upon the requirements of the position. Below is a general outline of what you may expect when applying for a position with the WA Police Force.

- Application - Your written application will give us a chance to see what you can offer us. Applicants will be 'screened' or 'short-listed' based upon your ability to demonstrate to the selection panel that you meet the work related requirements outlined in the advertisement
- Interview - Face to face interviews are usually conducted for short-listed applicants. These interviews provide an opportunity for us to meet and for you to expand on the information you gave in your written application. We are likely to ask you a few questions that are related your skills and experience or may use a range of other selection methodologies. These methodologies may also include (but are not limited to) presentations or written assessments.
- Referee checks (which may either in writing for via other verbal means).

Applicants will be short listed for further assessment based on their ability to meet the work related requirements and/or their overall competitiveness against other applicants. Failure to be competitive may exclude you from further consideration even if you can satisfy that you are able to meet the work related requirements at a proficient level.

### Preparing for an interview

So you are prepared, you are encouraged to:

- Re-read the position description form and familiarise yourself with the work related requirements
- Consider how you would undertake the role and address problems you may encounter. Think of examples where you have applied relevant skills and abilities in a similar role or situation
- If appropriate, provide copies of your work that demonstrate your skills but make sure you don't breach any confidentiality arrangement with your current employer.

### At the interview

- Be on time
- Dress appropriately
- Don't assume that the panel members know about your suitability if you have worked with them before. You must demonstrate your suitability
- Make sure you listen to the question and take you time to answer. Present your responses in a clear and concise manner and try to relate them to your past work-related experiences
- Make sure you ask for clarification if required

On some occasions, depending upon the specialised nature of the position, we may request that you give a presentation or undergo a written assessment in order to further assess your skills and experience. These types of assessments may either replace or be in addition to the above selection methodologies.

To be eligible for employment in the Public Sector, applicants must be able to provide a copy of proof of residency (i.e. Australian citizenship, Australian permanent residence status or a valid working visa). If you are on a working visa, you must provide your passport details so that your right to live and work in Australia can be verified. While these details will be sufficient at the application stage, the original documents will need to be sighted prior to appointment. New Zealand citizens who enter Australia on current New Zealand passports are granted a Special Category Visa. This visa enables them to remain indefinitely in Australia with unrestricted work rights.

**Given the nature of the agency, Integrity and criminal checks will be conducted on applicants for all positions within the WA Police Force. A criminal record does not necessarily disqualify you.**

You may also be required to meet a number of pre-requisites for positions of a specialist nature. These may include (but not limited to) psychological assessments and the requirement to hold and maintain a **NEGATIVE VETTING** clearance within a specified timeframe following initial appointment. The attached job description form will outline if any of these stipulations apply. Unless exceptional circumstances apply, applicants who require a **NEGATIVE VETTING** clearance are required to be an Australian Citizen at the time of appointment.

Any relocation costs associated with appointment to positions may be the responsibility of the successful applicant.

## How do I apply to take up this opportunity?

The advertisement will outline what you are required to do in order to apply for this vacancy (refer to 'Applicant Instructions'). You will also need to submit:

- A current, comprehensive resume which highlights your most relevant experience. (Feel free to include unpaid or other experience which you feel may be relevant)
- The name and contact details (including email address if possible) of at least two (2) referees who can support the claims you have made during this application process.

In relation to your referees, it is good practise to contact your referees before you list them to confirm that they are available and willing to provide comments if required. As a general rule, selection panels prefer to contact your current or most recent supervisor/manager. If you feel that this could jeopardise or be detrimental to your current employment, you will need to voice your concerns with the selection panel. If this is the case, then you should not on your application 'Referees available upon request'.

The agency uses different methods of assessing your suitability for an advertised position. The process you need to follow will always be outlined on the job advertisement. For example, you may have to address the job related requirements, respond to specific questions, provide a statement of claim or submit a comprehensive CV/resume outlining your specific history and skill-set.

The panel will consider all of the information you provide and use it to determine whether you are competitive.

Remember to check the closing date and time for the job you are applying for, as the onus is on the applicant to ensure the application is lodged correctly, with all of the requested attachments and most importantly, on time.

Please note: Applications should be submitted through the Jobs WA website (via the 'apply now' button) however, if you are unable to access this service please contact Police Staff Selection & Deployment on 6229 5772 during business hours (8am to 4pm, Monday to Friday) to negotiate an alternative arrangement for exceptional circumstances.

If you have any special needs, whether temporary or permanent, the WA Police Force will consider any reasonable adjustments necessary to accommodate individual requirements. These accommodations may include, but are not limited to, the provision of accessible parking, making information accessible in alternative formats for applicants with an identified sight or hearing impairment and/or accommodating an assistance dog in the workplace. If you wish to discuss any reasonable accommodations that you may require throughout the application process, you are encouraged to contact the person listed as the 'Contract Person' on the initial advertisement.

## Feedback and 'Breach of Standard' applications

Applicants are generally notified of the outcome in writing (via email). If you would prefer to be notified via postal delivery then you will need to notify Police Staff Selection and Deployment of this as soon as possible. The request can be sent to [police.staff.selection&deployment@police.wa.gov.au](mailto:police.staff.selection&deployment@police.wa.gov.au). Please ensure that you quote the vacancy title, reference number, classification and location in your email.

If you are not successful on this occasion, you will have an opportunity to seek feedback at the end of the selection process. You are encouraged to phone the nominated panel member in order to receive constructive feedback. The WA Police Force is keen to offer applicants feedback on their performance at the completion of the selection process. The information you obtain via this feedback may be valuable to you for future job opportunities.

Included below is a link to the Public Sector Employment Standard that relates to the recruitment, selection and appointment process. If you are of the opinion that the standard has been breached, you must discuss your concerns with the Chairperson of the selection panel in the first instance. If, after speaking with the panel, you wish to lodge a formal application for a review of the process, you will have four (4) working days from the date you were advised of the outcome.

Should you have any questions, concerns or wish to seek further information about making a breach of standard claim, you can either view the Public Sector Commission website at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au) or send them an email to [admin@psc.wa.gov.au](mailto:admin@psc.wa.gov.au). If it relates specifically to a WA Police vacancy, then you are encouraged to contact Police Staff Selection and Deployment on 6229 5772.

## Public Sector Standards in Human Resources Management

Appointments to the public sector are subject to the provisions of the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005.

This Employment Standard applies when filling a vacancy (by way of recruitment, selection, appointment, secondment transfer and temporary deployment (acting)) in the Western Australia 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 into account 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.

## Your final checklist

Before submitting your application, please make sure you have:

- Completed all of the requested applicant information
- Completed all relevant attachments and have them ready to be attached

**Good luck with your application!**