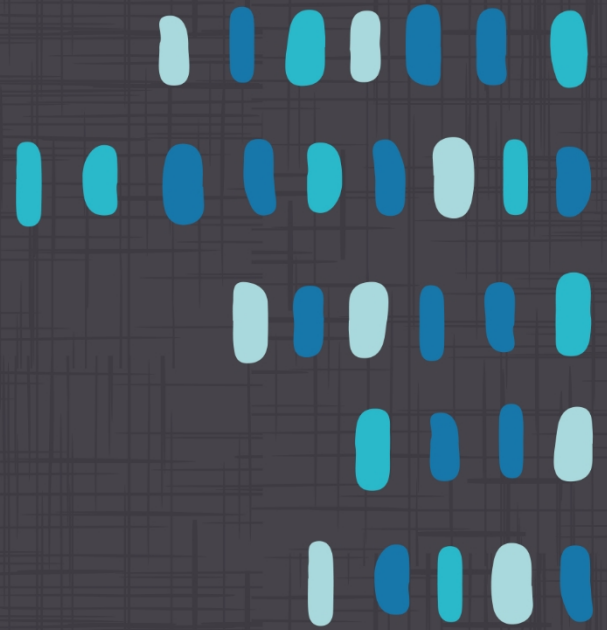




Government of **Western Australia**
Department of **Communities**



Information for Applicants



INTRODUCTION

The Department of Communities brings together the services and functions of disability services, child protection and family support, housing, community initiatives and regional services reform.

The Department works to advance opportunities, community participation and quality of life of the people it supports, with a clear focus on inclusion, building resilience and meeting individual needs.

The structure comprises seven discrete but interrelated streams, each led by an Assistant Director General. Each stream has discrete accountabilities but shared responsibility for working collaboratively, as one team, to achieve our overall purpose and outcomes. In addition to the seven streams, the organisation will be supported by an Office of the Director General.

Strategy and Transformation

Strategy and Transformation operates at a whole-of-system, and whole-of-agency level. It is focused on setting direction, outcomes and priorities, driving our transformation agenda internally and externally, and acting as a catalyst for system changing initiatives — such as Regional Services Reform.

Policy and Service Design

Policy and Service Design operates at a portfolio (often called ‘program’) level and is focused on how we can get better outcomes for people, as distinct from better program outcomes. It is responsible for developing evidence-based strategies, policies, service responses, models and initiatives to deliver better connected outcomes across all of our portfolio responsibilities.

Commissioning and Sector Engagement

Commissioning and Sector Engagement is focused on developing and overseeing a responsive and high-performing service system. It has a vital stewardship role and will shape provider markets to respond to client needs and policy outcomes, manage service contracts and relationships, and oversee and regulate non-government providers.

Service Delivery

Because of the fundamentally different issues facing our metropolitan, regional and remote communities, Service Delivery will be represented by two divisions: Metropolitan Communities; and Regional and Remote Communities. The role of both Divisions will be to deliver outcomes with, and for, the people and communities they serve, incorporating child protection and family support, community, disability and housing services.



Within these divisions, there will be a strong emphasis on working in a way that is person-centered, integrated and place-based. This includes greater collaboration with clients, other tiers of government and non-government agencies, along with local-level planning and community engagement.

The Regional and Remote Communities Division will lead the first district level reform in the Kimberley. It will have a strong focus on attracting, supporting and managing a skilled regional workforce, and on designing service solutions that can overcome the unique combination of complex client needs, vast distances and small population centers.

Corporate Operations

Corporate Operations works at a whole-of-agency level and is responsible for ensuring the best planning, use and development of corporate resources (including human, financial and physical resources) to deliver departmental outcomes. It oversees our internal governance, standards and integrity, and is accountable for corporate assurance and performance.

Commercial Operations

What was previously the Housing Authority's land and housing development operations is established as Commercial Operations to focus on delivering housing and community assets in support of our 'people, place and home' ethos. This division has a significant focus on partnering with the private sector to develop new and renewed communities, and practically delivering place-based inclusion, diversity and affordability outcomes.



Benefits of working for Communities

Employment options to support work life balance

- Flexible Working Hours
- Alternative Working Arrangements

Leave Options

- Annual Leave
- Personal Leave
- Long Service Leave
- Repealed Public Service Holidays
- Purchased Leave
- Maternity/Adoption/Other Parental Leave
- Grandparent Leave
- Cultural and ceremonial leave

Additional salary payments and options

- Superannuation
- Annual Leave Loading
- Deferred Salary Scheme
- Salary Packaging

Regional Benefits (specific regional locations only)

- District Allowance
- Air-conditioning subsidies for properties with refrigerated air-conditioning
- An additional weeks' Annual Leave (above 26th Parallel South)
- Annual Leave Travel Concession
- Paid Travel Time
- Paid Regional Medical Travel
- Subsidised housing may be available

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



Wellness and social initiatives

Wellness Program

Yearly free influenza vaccinations, health checks and skin checks.

Employee Assistance Program

Employee Assistance Program (EAP) is a confidential counselling service for employees and their eligible family members, paid for by the Department at no cost to you. It is voluntary and completely confidential.

Eyesight testing and screening

All employees who are required to operate screen-based equipment in excess of one hour per day continuously or for more than ten hours per week are eligible for eyesight screening and testing.

Social Club

An active social club with a range of functions and events determined by location

Career Opportunities

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

We support the growth of a diverse workforce at all levels, embracing women, people from culturally diverse backgrounds, people with disability and Aboriginal and Torres Strait Islanders (ATSI). This objective ensures 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.

Aboriginal and Torres Strait Islander Employee Career Opportunities

- Public Sector Commission Aboriginal Traineeship Program
- Graduate Program
- Mentoring Program
- Scholarship Program
- Aboriginal Cadetship Program



Eligibility for employment

To be eligible for employment, 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 to be eligible for a **permanent appointment** to the Western Australian public sector.
- Documentary evidence (i.e. working visa) of your entitlement to live and work in Australia for the duration of the **fixed term employment**.

Public Sector employees who have accepted a voluntary severance are not eligible for appointment up to the reentry date stated on their deed of severance.

All appointments are subject to a satisfactory National Police Clearance.

Appointments may be subject to a medical clearance

A Working with Children Check is required for applicants applying for positions which involve child-related work.

Recruitment for position or pool

Position

This recruitment process is used to fill a vacancy identified by Communities. Applicants deemed suitable, but not recommended from this process may be offered employment should a similar position become available within six months (unless otherwise specified in the advert) 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 opportunities across Communities.



Getting Started

STEP 1: Write your application

Your application is important as it will determine whether or not you progress to the next stage of the selection process.

To successfully apply, your completed online application must include:

- A current comprehensive resume (curriculum vitae) outlining your:
 - personal and contact details (including email address)
 - relevant education and training (including qualifications),
 - paid and unpaid work history (and any community involvement), highlighting your experience and achievements most relevant to the role you are applying for.
- The names and contact details of two recent referees. While it is anticipated that referee checks will not occur until the later stages in the selection process, we recommend you check with your referees before nominating them.
- Documentation that reflects the requirements specified in the job advertisement. Please ensure that each attachment is less than 2 MB.

It is important to provide examples to demonstrate your skills and abilities relevant to the role.

Submit your application online via the Western Australian Government jobs board at www.jobs.wa.gov.au. It is up to you to make sure the Department receives your application before the advertised closing time.

If you experience any trouble whilst applying online, please contact Human Resources as per the contact details specified in the advertisement.

We can also be contacted via the National Relay Service on the following numbers:

TTY/voice calls - 133 677

Speak & Listen - 1300 555 727

SMS relay - 0423 677 767

STEP 2: Shortlisting

The Selection Panel assesses applications (all documentation submitted) and agrees on a “shortlist” of the most competitive applicants. The most competitive applicants will be contacted by phone or email for further assessment.

STEP 3: Further assessment of shortlisted applicants

The Selection Panel may use a variety of methods/tools to conduct further assessments to determine your suitability for the role. This can include a formal structured interview, a work related task, assessment centre and/or (if need be) a second interview. Your referees may



also be contacted.

STEP 4: The decision

The Selection Panel will consider all the evidence it has gathered to determine which applicant/s best meet/s the job requirements and the business and diversity needs of the Department at the level needed to do the job. All applicants will receive a written notification of the outcome, also offering the opportunity to ask for feedback.

STEP 5: Feedback

When you receive your advice about the outcome of the selection process, you are encouraged to phone the contact person for constructive feedback. You will also be advised of your right to lodge a claim of breach of the Employment Standard if you believe the decision made has breached this Standard and as a result, you were adversely affected. Please visit the [Public Sector Commission website](#) for further details.

- Good luck with your application -