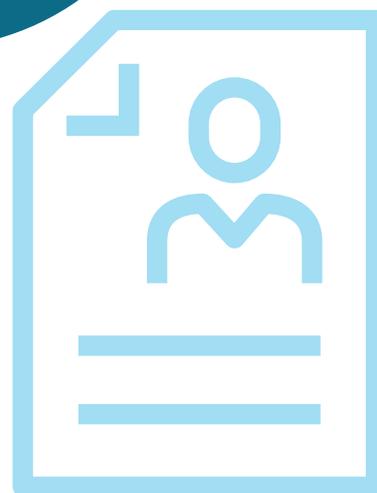


Small Business Development Corporation

Application pack



Thank you for your interest in working with the Small Business Development Corporation (SBDC). Information in this pack provides you with a brief overview about us and our services and will help you prepare and submit your application.

If you would like further information about the recruitment process, call our Human Resources Manager on (08) 6552 3389. For specific information relating to the position or the SBDC, please contact the person identified in the job advertisement. You can also visit our website at www.smallbusiness.wa.gov.au

About us

We are a Western Australian Government agency that has been providing practical support to small businesses across the State since 1984. Our primary role is to offer free, confidential advice and guidance to small business owners at all stages of their business development. We provide a broad range of business resources, skills workshops, licensing information and a dispute resolution service.

Led by the Small Business Commissioner, our team also works at State and Federal levels to advocate on behalf of the small business sector.

Our corporate structure

With approximately 60 members of staff, our team is made up of dynamic, creative and resourceful people from a diverse range of business and government backgrounds.



Small Business
Development Corporation

smallbusiness.wa.gov.au



Organisational structure



What can you expect as a member of the SBDC team

We are committed to ensuring our staff enjoy a rewarding, stimulating and enjoyable workplace.

Great Benefits

- Close working relationships with senior management across all teams in the organisation.
- A vibrant, proudly business focused, decisive organisation.
- Salary packaging options.
- Access to the SBDC wellness program which currently includes free flu vaccination, free bicycle parking, access to on-site wellness classes (e.g. yoga, pilates), and participation in community events.
- An employee assistance program for you and your immediate family to access free counselling and support in relation to work and personal matters.
- Partial reimbursement of optical expenses once you have completed 12 months work with the Corporation.
- Based in Perth CBD with excellent access to public transport, food outlets and shopping precincts.



What can you expect as a member of the SBDC team (cont.)

Leave entitlements

- Four weeks annual leave per calendar year with 17.5% loading paid as a lump sum in the first pay of December.
- 13 weeks long service leave for every seven years of continuous service.
- The option to purchase up to five weeks additional leave per year.
- Access to personal leave if you are ill, need to care for a dependent, or have urgent, unplanned matters to attend.
- Fourteen weeks paid parental leave and flexible options on how and when you return to work.
- Three additional public service holidays per calendar year.

Professional development

- In-house and external professional training courses.
- Study leave options.
- Opportunities to undertake projects and other jobs which allow you to broaden your work experience through on-the-job training.

How to apply

It is important to read all the information in the job advertisement, job description form, and this applicant information pack. We also advise you to visit our website.

After reading the information, we encourage you to contact the person identified in the job advertisement to learn more about the position, the business unit and the Corporation. This information will also help you decide whether you meet the work-related requirements and if this is the right job for you.

It's now time to start preparing your application. For this particular position you are required to submit the following:

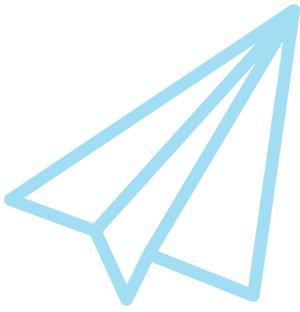
1. Statement addressing the work related requirements

Your statement should demonstrate (with examples) how you meet these requirements through your experience and knowledge. You should not rely solely on the information in your curriculum vitae to demonstrate your suitability for the position. Address the work related requirements outlined in the advertisement.

This is your opportunity to demonstrate to the selection panel that you have the relevant experience, knowledge, skills and values for the job role. Your statement should be written using the headings provided in the job advertisement.

2. Curriculum vitae

Your CV should convey a comprehensive picture of your work history, qualifications, and education.



How to apply (cont.)

Lodging your application

All applications must be submitted online via the [WA jobs board website](#). Ensure that your attachments have been uploaded in the correct file format, MS Word or PDF file formats only. Incomplete or late applications will not be accepted, so please remember to check the closing date and time.

Should you have technical difficulties in submitting your application, please contact the Human Resources Manager on (08) 6552 3389 or the HR Business Partner on (08) 6552 3386.

Next steps if you are shortlisted

1. Shortlisting

A panel will review all applications to develop a shortlist of candidates for interview. If you are successful at this stage, you will be invited by phone to attend an interview. This is also your opportunity to advise us of any concerns, questions or special needs.

2. Interview

Interviews are usually conducted by a panel of three people. The interview is your opportunity to tell us why you are the most suitable person for the job. We aim to keep interviews relaxed and open, and encourage you to ask questions about the job and the organisation.

You may be asked to complete a task, such as a written assessment, that is related to the needs of the position. You will be given time to prepare for this. Referee checks may also be undertaken to verify your ability to do the job.

3. Decision

The selection panel will make their decision based on all the information gathered during the assessment process. The successful candidate will be the person who competitively meets the work-related requirements, is considered most suitable for the job and is available to take on the role. All applicants will be notified of the panel's decision by email, at the completion of the assessment process.

4. Feedback and review period

Once the selection process is complete, you will be notified of the outcome and are encouraged to seek feedback. If you are unsuccessful and believe that any of the principles in the Public Sector Commission's Employment Standard have not been met, you may lodge an application for a formal review of the process. This must be done within four days of receiving notification of the panel's decision. Further information about this process will be sent to you once the selection process is complete. It is important to understand that you cannot request a review on the grounds that you consider yourself to be more competitive than the selected applicant(s).