



Job Application Pack

myleave.wa.gov.au

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1 Introduction

Thank you for your interest in working at **MyLeave – Construction Long Service WA**.

This pack includes information about the agency and the recruitment and selection process to help you prepare your job application. It is important that you read the following information as well as the job advertisement carefully when preparing your application as this will tell you what is required.

2 About MyLeave

The Construction Industry Long Service Leave Payments Board (trading as “MyLeave”) is a Statutory Authority established in accordance with the *Construction Industry Portable Paid Long Service Leave Act 1985*.

MyLeave provides a significant benefit to eligible construction workers in the form of portable long service leave which, due to the nature of the industry, would normally not be available.

150,000 workers are currently registered with MyLeave and 6,000 employers submit returns on a quarterly basis and pay contributions on behalf of their workers.

In addition to construction industry employer and worker stakeholders, the agency also works and collaborates with industry groups, the Minister for Industrial Relations and staff, other government agencies, interstate portable long service leave schemes and non-government organisations representing worker and employer interests.

Although MyLeave is a government agency, operations are fully funded by the Western Australian construction industry.

3 Our Vision and Purpose

Vision: MyLeave strives to achieve excellence in the delivery of long service leave entitlements to construction industry workers.

Purpose: To administer financially sustainable portable long service leave for eligible Western Australian construction industry workers.

4 Our Values

Working together – establishing and maintaining long term relationships based upon mutual trust, respect and understanding.

Honesty and integrity – being open and honest and acting with integrity in all our dealings.

Excellence in service delivery – exceeding our commitments to stakeholders and understanding and addressing both current and future needs.

Consistency – delivery of a consistent approach in terms of legislative requirements in our decision making processes.

5 Our Strategic Objectives

MyLeave's strategic plan 2025-28 includes 19 strategies within five key focus areas as follows:

- My service – customer focused and efficient organisation ensuring employees receive LSL benefits
- My team – capable people that are engaged, resilient and results oriented
- My systems – 'digital first' processes that deliver accurate and efficient results using reliable systems
- My investment – manage investment funds to meet liabilities and minimise the contribution rate
- My oversight – strong governance across all facets of the operations and decision making.

6 Working at MyLeave

By joining the team at MyLeave, you will help to make a positive impact to the lives of construction industry workers by facilitating the rest and respite they deserve for their hard work.

We believe in flexibility, work-life balance and support and when joining the team, you will have access to several employee benefits including:

- flexible working hours (with a standard 37.5 hour week)
- flexible working arrangements (which may include working from home, the field and head office)
- 20 days of annual leave per year
- 15 days cumulative personal leave per year
- 13 weeks long service leave every seven years
- 18 weeks paid parental leave (after 12 months of service)
- ability to purchase additional leave
- opportunities for professional development and acting with higher duties
- stable work, job security, fair remuneration and 12.0% superannuation contributions
- a friendly working environment which values and supports diversity in our workforce.

MyLeave supports and values diversity and aspires to build a workforce that is representative of our community. We are an Equal Opportunity Employer and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, young people, people with disabilities and people from culturally diverse backgrounds. People with a disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.

MyLeave's is currently located at the west-end of Murray Street in the Perth CBD. Our office location has excellent access to public transport including CAT buses and train stations at Perth Underground and Elizabeth Quay, a range of public parking options and end-of-trip facilities for staff who cycle, run or walk to work.

7 Eligibility

MyLeave requires employees to meet and maintain their eligibility to work with us.

A current (within 6 months) National Police Clearance Certificate will be required prior to commencement of employment.

Eligibility requirements may also include working rights and/or qualifications.

To be eligible for appointment, you must be an Australian citizen, permanent resident, or have a visa to live and work indefinitely in Australia at the time of application.

Non-permanent residents with suitable visa and working entitlements are eligible for fixed-term appointments only.

The job advertisement outlines the nature of the employment opportunity, such as a permanent or fixed-term arrangements.

8 How do I apply?

MyLeave is a state government agency and is required to follow the Public Sector Commissioner's Employment Standard (as set out in the Commissioner's Instructions), which contains four principles:

- Merit – the extent to which the person has the skills, knowledge and abilities relevant to the advertised vacancy
- Equity – our decisions are impartial and free from bias, nepotism and patronage
- Interest (applied to secondments, transfers and acting opportunities) – for secondments, transfers and acting opportunities, the employee's interests and the work-related requirements are taken into account
- Transparency – decisions are transparent and capable of review.

The Employment Standard covers all recruitment processes whether permanent, fixed term or casual.

Please read the following steps to give you the best chance of success with your MyLeave job application.

Step 1: Read the position description

The position description, which is attached to the advertisement, is a high-level document outlining the key responsibilities and the capabilities required for the position.

The position description is used to assess your application, assess your performance once in the position and develop your skills and abilities.

Step 2: Prepare your application

Different selection panels have different methods of assessing applicants' suitability for advertised positions.

The process you need to follow will be outlined in the advertisement.

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You may be asked to:

- submit a detailed resume (or CV) outlining your key achievements, work history, education, qualifications and professional development.
- a covering letter addressing job-related requirements (i.e. essential and desirable selection criteria) and/or respond to specific questions.

It is the selection panel's responsibility to assess your application to determine if you will be shortlisted for the next phase of the recruitment process. The panel will consider all parts of your application and then determine the most competitive candidates for further assessment.

Whether the advertisement asks you to address the job's selection criteria and/or specific skillset(s) plays an important part in the preparation and assessment of your application. To be shortlisted for an interview, you need to demonstrate to the panel that you meet the stated requirements of the job.

Consider the following:

- draw on your previous experience
- provide a description of relevant and/or transferrable skills and abilities
- include examples from previous roles
- demonstrate how your skills and abilities are related to the job
- be clear and concise in your statements
- provide evidence to support your claims
- ensure that your examples clearly demonstrate your contribution, responsibilities and outcomes.

Your CV will need to include your name, address, telephone number and email address as well as a description of your relevant work experience. Start with the most recent periods and include dates. Include a brief description of your duties and responsibilities for each job and outline your key achievements for each role. Your CV should also include your education, training and other achievements. You may outline any non-work activities that are relevant to the job or demonstrate valuable skills, knowledge, experience and abilities.

You will be asked to provide the selection panel with at least two referees who may be contacted at any stage of the recruitment process, and you will need to provide your referees' email and telephone numbers for this purpose.

A referee report may be forwarded to your nominated referees and will be used in combination with other selection tools. The referee will be asked to provide information about you in the context of the job you're applying for.

It is good practice to contact your referees before you list them in your application so that you can confirm their availability and willingness to provide comments. It may assist your referee to know the job you're applying for, so consider giving them a copy of the position description and your written application so they can frame their comments in the context of the role.

As a general rule, selection panels prefer to contact your current or most recent supervisor. This isn't essential if you feel that such contact would jeopardise or be detrimental to your current employment. If this is the case, please discuss your concerns with the panel and an alternative referee can be used. If you are particularly concerned, note on your application 'referees available on request' so the panel can discuss this with you prior to any contact.

Step 3: Submit your application

It is entirely your responsibility to ensure your application is lodged correctly, on time and with all attachments including any essential qualifications. MyLeave cannot accept late or incomplete applications.

All applications must be submitted online through the relevant MyLeave advertisement on the jobs.wa.gov.au website.

When you are ready to lodge your application, please check that you have actioned the following items before posting:

- addressed the work-related requirements or provided all information requested in the advertisement including evidence of essential qualifications. If you are unclear about what is required, speak to the nominated contact person.
- save a copy of your CV, covering letter and/or statement addressing the selection criteria ready for uploading. Ensure that attachments are a maximum of 2MB and are in one of the following formats: MS Word or PDF file formats only.
- ensure you have plenty of time to submit your application and allow for system outages. The nominated closing time and date are not negotiable.

9 MyLeave's recruitment process

MyLeave is committed to best practice in recruitment, and we achieve this by conducting a thorough merit based assessment which matches a candidate's skills, knowledge, experience and abilities relevant to the requirements of the job and the outcomes sought by MyLeave, which may include diversity.

This ensures fairness in the process and that the most suitable person is appointed.

10 Applicants suitable for interview

If you're assessed as a suitable candidate and are shortlisted to progress to the next stage, you will be invited to an interview.

Recruitment panels may adopt a wide range of assessment strategies relevant to the job such as completing a work-based test, answering a number of questions, responding to a case study, role plays or giving a presentation. The process adopted by the panel will reflect the work-related requirements.

Whatever the assessment format, you must be able to demonstrate that you are competitive and stand out from all other applicants.

When preparing for the interview, you should consider:

- re-familiarising yourself with the position description, work responsibilities and selection criteria
- how you would undertake the duties or resolve issues in the position
- examples where you have applied transferrable skills and abilities.

It may also be useful to keep the following in mind in relation to the interview:

- be on time for the interview

- dress appropriately for the position that you have applied
- don't assume that the panel members know about your suitability, particularly if you have worked with them previously
- take time to answer each question
- present answers clearly and concisely and where possible relate them to relevant past experiences
- take a copy of your application and any supporting documents to the interview.

Remember that an interview is an exchange of information, and you can ask questions to the panel members or clarify information.

11 Have I been successful?

After your interview, the panel considers all information gathered in your written application, interviews and referee responses to determine which applicant(s) best meet the work-related requirements, and the business and diversity needs of MyLeave.

We endeavour to notify you of the outcome of your application as soon as possible.

12 Successful applicants

Once the selection process is complete, if you're successful, you will be notified that you are the 'recommended applicant' for the position.

At the same time, unsuccessful applicants will be notified and offered the opportunity to receive feedback, or they may request a review of the outcome.

A Breach of Standards process commences on the day that notifications are circulated and usually takes four (4) working days. Once this period is over and provided a substantiated claim has not been lodged, you will be notified in writing that you are officially the 'successful applicant' and a formal offer of employment will be made.

13 Unsuccessful applicants

If you're unsuccessful, you will be notified in writing when the selection process is complete.

You will also be provided with information about who to contact for feedback and how to seek a review of the process, if you feel your application wasn't handled in accordance with the Standards outlined in Section 8 'How do I apply'.

Through the Breach of Standards process, unsuccessful applicants have four (4) working days to apply for a review. It is important to note that the assessment will focus on the recruitment process, not on the competing merits of an unsuccessful applicant.

If you'd like to apply for a review of the selection process you will need to do this in writing to the Principal Human Resources Consultant: chro@myleave.wa.gov.au.

14 More information

If you have any questions about MyLeave's recruitment process, please contact the Principal Human Resources Consultant on (08) 9476 5454 or email chro@myleave.wa.gov.au.

Questions specifically relating to the advertised position should be directed to the nominated contact in the advertisement.

We encourage anyone who is thinking of applying for a job at MyLeave to find out more about us by visiting our website at www.myleave.wa.gov.au and our [LinkedIn](#) page.

Good luck with your application!



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