



Applicant information pack



Thank you for your interest in working with at the Office of the Auditor General for Western Australia.

The Office of the Auditor General (OAG) is an independent public sector agency that audits the finances and activities of Western Australian State and local government entities and reports our findings to Parliament.

Our audit reports aim to increase transparency of the public sector and where necessary, make recommendations for improvements to an entity's governance and efficiency and effectiveness of services. To find out more about what we do, visit our website audit.wa.gov.au.

In addition to reviewing the job advertisement and job description form (JDF) for the role you are interested in applying for, we recommend reading the following information pack to help support you when completing your application. This will provide further information on our recruitment and selection process, eligibility requirements and how you will be assessed.



Who can apply

Application requirements

All applicants applying for permanent positions are required to be Australian citizens or permanent residents at the time of applying.

To meet the requirements for fixed term opportunities, you must be able to provide evidence of your entitlement to live and work in Australia at the time of applying.

The OAG conducts employment screening for successful applicants including National Police Clearance. An Australian Government Security Clearance may be undertaken if required for the role.

Step 1 – Getting started

Preparing your application

Start by reading the job advertisement and job description form (JDF) thoroughly, as the advertisement will provide context about the role, who we are looking for, and what you are required to provide as part of your initial application.

As selection panels may have different methods of assessing applicants' suitability for advertised positions, the process you need to follow will be outlined in the advertisement.

You may be asked to:

- address the suitability requirements (this may include skills, experience and attributes necessary to competently discharge the duties of the position)
- respond to specific questions or
- submit a comprehensive résumé with a covering letter.

If you have any questions about the role or what you are required to submit, please contact the nominated person listed on the advertisement.

It is the selection panel's responsibility to assess your application against the requirements listed in the advertisement to determine the most competitive candidates for further assessment. Remember to check the closing date and time stated on the advertisement. It is your responsibility to submit your application with all required documentation, including any required qualifications, prior to the closing date/time. Late applications will not be accepted.

Addressing the suitability requirements

To be shortlisted for an interview you need to demonstrate to the panel that you meet the suitability requirements of the job.

Consider the following:

- draw on your previous experiences
- provide a description of relevant and/or transferable skills and attributes and demonstrate how they are relevant to this job
- include examples from previous roles
- be clear and concise in your statements
- provide evidence to support your claims
- ensure that your examples clearly demonstrate your contribution, responsibilities and outcomes.

You may find it useful to structure your responses to questions using the STAR method:

(S) Situation – describe the background of what happened

(T) Task – describe your responsibility or what you needed to do

(A) Action – describe what you did to solve the problem. What steps did you take?

(R) Result – describe the outcome of your actions.



Your résumé and referees

Your resume/CV should include your education, relevant professional memberships/training and relevant experience that relates to the role you are applying for.

When submitting your online application, you will be asked to provide the names and contact details of two referees one of which must be your current line manager. It is recommended that you contact your referees before you list them in your application, to confirm their availability and willingness to provide comments if requested.

Please note that referees will only be contacted should you progress to the recommendation stage of the process. If the selection panel decides to contact referees at an earlier stage in the recruitment process, you will be advised. If the referees you nominated are unavailable, you may be requested to provide an additional referee. Referee reports form part of your overall assessment and the selection panel will review these reports to confirm that you meet the essential requirements for the role.

Lodging your application

To apply for a WA public sector role, you will need to create a Jobs WA account if you haven't already done so. Once you click on the 'Apply for Job' button at the top or bottom of the advertisement on the jobs board, you will be prompted to either create an account or log in prior to completing your online application.

Before you submit your application, ensure you have:



Addressed the suitability 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. If you would like to discuss any accessibility adjustments, please contact HR via email talent@audit.wa.gov.au or (08) 6557 7500.



Save a copy of your resume/CV, covering letter and/or statement addressing the suitability requirements and any other documents requested in the advertisement, ready for uploading. Ensure that attachments are a maximum of 2MB and are in one of the following formats: MS Word (.doc) or PDF, JPEG and GIF.



Ensure you have plenty of time to submit your application and allow for system outages. The nominated closing time and date are not negotiable.

Additional information

For specifics about the position the nominated contact person is your best point of reference and source of information.



Step 2 – The assessment

Assessment of your application

After assessing your application, the selection panel may invite you to participate in the next stage of the process or attend an interview. There is a wide range of assessment strategies that might be relevant to the job such as completing a work-based test, answering questions, responding to a case study, role play or giving a presentation. The process adopted by the panel will reflect the suitability requirements.

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

Preparing for the interview

We encourage you to:

- re-read the JDF and suitability requirements
- consider how you would undertake the duties or resolve issues in the position
- think of examples where you have applied relevant or transferable skills.

At the interview

You may find the following points useful to keep in mind when preparing for the interview:

- be on time for the interview
- dress appropriately for the position for which you have applied
- don't assume that panel members know about your suitability even if you have worked with them
- take time to answer each question
- present answers clearly and concisely, and where possible relate them to relevant past experiences
- remember that an interview is an exchange of information, you can ask questions or clarify information
- take a copy of your application and any supporting documents to the interview.



Step 3 – What happens next?

Following the interview, the panel considers all information gathered throughout the assessment stages, including referee reports, to determine which candidates are deemed most competitive for the role.

All applicants receive formal notification of the outcome of the process, which commences the four-day breach period.

Breach process

After receipt of formal notification of the outcome, applicants are encouraged to seek feedback. If you are unsuccessful and believe that you have been adversely affected by the agency not meeting the Employment Standard, outlined in the Commissioner's Instruction 1 (see below) , you can lodge a formal application for a review of the process, which is a [breach of standard claim](#).

You will have four business days to lodge a breach of standard claim and the details for lodgment will be included in the formal outcome notification.

Claims of breaches of standards only provide for review of the processes undertaken and not because you consider you were more competitive than the selected applicant(s).

Commissioner's Instruction 1 – Employment Standard

The OAG's desired recruitment process outcomes are appointing the right people for the right jobs, at the right time. Our recruitment processes comply with the Employment Standard which contains four principles.

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

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

However, positions advertised for less than six months are exempt from claims unless the position was advertised with a possibility of extension beyond six months.

Feedback

When notified of the outcome of the selection process you are encouraged to contact the person nominated for feedback. This information may be valuable to you when you are looking for future job opportunities.

If no breaches are received the hiring manager will communicate with successful applicants to negotiate appointment and commencement details.

Good luck with your application!