

# Applicant Information Kit

## Trainee Fisheries and Marine Officer

Thank you for your interest in a career with the Department of Primary Industries and Regional Development (DPIRD). The following information will assist you in preparing and submitting your application and guide you through our selection process.



### About us

At DPIRD we strive to cultivate and preserve Western Australia's agriculture, food industry, and aquatic resources while also building vibrant regional communities with flourishing economies. An important part of our role is to support the growth of strong regional communities that are desirable places to live, work and invest.

DPIRD is committed to developing and supporting a workforce that is well-equipped, highly motivated, diverse and inclusive to provide responsive, quality services to all Western Australians.

We encourage applications from people from a diverse range of backgrounds and lived experiences, including Aboriginal and Torres Strait Islanders, people with disability, people with diverse sexualities and genders, youth, women, and people from culturally and linguistically diverse backgrounds.

Our values and behaviours are at the core of everything we do as a department.

**Working together - Acting with integrity - Responding with purpose**  
**Embracing curiosity and creativity - Aspiring for a better future**

DPIRD's work is undertaken in partnership and collaboration with the nine Regional Development Commissions. For more information, please visit the following websites:

- [Department of Primary Industries and Regional Development](#)
- [Gascoyne Development Commission](#)
- [Goldfields Esperance Development Commission](#)
- [Great Southern Development Commission](#)
- [Kimberley Development Commission](#)
- [Peel Development Commission](#)
- [Pilbara Development Commission](#)
- [South West Development Commission](#)
- [Wheatbelt Development Commission](#)
- [Mid West Development Commission](#)

## Benefits of working at DPIRD

DPIRD offers a range of great benefits and encourages our employees to maintain a healthy work-life balance by offering flexible working conditions wherever possible.

### General benefits

- Flexible work options, including part-time and job-share, working remotely and flexible hours.
- Generous leave entitlements
  - 4 weeks annual leave.
  - 13 weeks long service leave for every 7 years of service, with the option to take some or all of it for a longer period at half-pay.
  - 14 weeks of paid parental leave (including adoption).
  - 3 extra public service holidays to be used each calendar year.
  - Options to purchase additional leave.
- Health and well-being programs.
- Opportunities to assist during incidents and emergencies.
- Eyesight testing and glasses subsidy.
- Additional allowances and entitlements for positions covered by an Agency Specific Agreement.
- Salary packaging with a range of providers.
- An active social club and friendly work environment.
- Bulk annual leave loading payment every December.

### Learning and development opportunities

- Access to paid and non-paid study leave.
- Opportunities to work in other roles at level or at a higher level with additional pay.
- On the job training.
- Online training.
- Internal and external seminars and workshops.
- Professional development courses.

### **Additional regional benefits (applicable to some specific regional locations)**

- District allowance.
- Subsidised housing, where available.
- An additional week of annual leave (if located above the 26th Parallel South).
- Paid travel-time (annual leave travel concession).
- Air conditioning subsidies.

## **Incident and Emergency Management**

DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, business hours to assist with incidents and emergencies according to capability, capacity, training and level of experience.

All roles within DPIRD include the requirement to participate in incident and emergency management activities commensurate with capability, capacity, training and level of experience.

Incident and emergency management at DPIRD involves a range of activities that may include administration, research, industry liaison, communication and planning. There are also a range of operational and front line activities such as biosecurity field operations and animal welfare response.

It is anticipated that all applicants will, in general, have some capacity to participate and those who have undertaken the required training and demonstrated the necessary ability and capacity for operational and front line activities will have the opportunity to perform those duties.

## **Eligibility**

To be eligible for a permanent appointment to the Western Australian public sector you must be an Australian citizen or have permanent residency status in Australia. To be eligible for a fixed term or a casual appointment you must have documentary evidence of your entitlement to live and work in Australia for the period as part of your application.

## **Preparing your application**

### **Before you start!**

Please read the following attached documents and general information carefully, so you understand the work-related requirements of a Trainee Fisheries and Marine Officer and what you need to do to submit an application:

- Job Description Form (JDF)
- Information sheet on *Becoming a Fisheries and Marine Officer*
- Instructions provided in the job advertisement

You may also like to call the contact person listed in the advertisement to gain a better understanding of the position and its work-related requirements.

## Get writing!

To make an application, you need to submit the following:

1. A current CV **no longer than 3 pages**, including details of two referees.
2. A copy of your valid Western Australia driver's licence or valid copy from another Australian State or Territory.
3. A written application, **no longer than 3 pages**, demonstrating how your skills, knowledge and experience meet the following work-related requirements outlined in the JDF:
  - **Work related requirement 1:** Demonstrated ability to negotiate and resolve conflict whilst engaging in potentially difficult, volatile and stressful situations.
  - **Work related requirement 2:** Demonstrate sound judgement and model high standards of behaviour.
  - **Work related requirement 6:** Demonstrated problem solving skills to see tasks through to completion.

**TIP** – Everyone who applies claims they have the skills required, so make sure you demonstrate to us that you do. You can strengthen your claims to have higher-level experience, knowledge, skills, and abilities about each work-related requirement by giving an example or scenario that demonstrates the level of knowledge and skills you were required to use to reach a desired outcome.

Include:

- W** What happened
- H** How you dealt with it
- O** Outcome – what was the result

4. Copies of qualifications such as dive tickets, recreational skipper's ticket or any other maritime or marine qualifications. These qualifications are not an essential pre-requisite to apply as a Trainee Fisheries and Marine Officer. Successful applicants without these qualifications will be provided with the training to acquire them.

Combined, this gives you the best opportunity to demonstrate to the panel that you have what it takes to be a Trainee Fisheries and Marine Officer.

## Submitting your application

You must lodge your application online at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) by clicking on the 'Apply for Job' link posted on the job advertisement. Please allow yourself **at least 30 minutes** to lodge your application.

You will be required to complete the Application for Advertised Vacancy Form, answer a series of questions, and then upload your supporting documents. Ensure that all attachments are saved in MS Word, MS Excel, or PDF formats only. Please note, each attachment must not exceed 2MB.

**No other method of submission will be accepted.**

If you experience any difficulties in lodging your application using the [jobs.wa.gov.au](https://jobs.wa.gov.au) website, please contact the **RAMS Helpdesk** on **1300 733 056**.

All applications must be received before the advertised closing time – **Late applications will not be accepted.**

## The Recruitment Process

The recruitment process takes about four months to complete, where applicants progress through various stages of assessment:

1.	Applications are received online, and you'll be sent an invite from VidCruiter®, where you'll be required to submit video responses within one week of the closing date.
2.	Shortlisted applicants undergo online psychometric and cognitive ability assessments.
<b>Note: Applicants shortlisted for the remaining stages are required to attend in person (in the Perth metropolitan area) and are responsible for covering any travel and accommodation costs incurred</b>	
3.	Shortlisted applicants attend a structured interview
4.	Shortlisted applicants undergo fitness and swim assessments
5.	Shortlisted applicants participate in an assessment centre, which will include practical exercises, job simulations and role-plays
6.	References checks are undertaken
7.	Shortlisted applicants will be required to provide a current National Police Clearance (less than 6 months old) and attend pre-employment medical assessment
8.	A final list of recommended candidates is compiled, proposed, and endorsed
9.	Applicants are advised whether they were successful for placement in the pool
10.	Four-day period for unsuccessful applicants to lodge a claim for breach of the Employment Standard
11.	Appointments made from the pool and training commences, subject to all pre-employment requirements being met

Applicants deemed suitable for appointment will be placed into a selection pool for 24 months as positions become available.

Appointment to the selection pool does not guarantee you employment.

### Physical abilities and pre-employment assessments

All Trainee Fisheries and Marine Officer applicants are required to successfully complete a physical abilities and swimming assessment.

Should you be successful in progressing to this stage you will be required to complete a medical wellness declaration which may require GP sign-off regarding your capacity to

undertake the physical and swim testing. You will be provided further details should you progress to this stage of the recruitment process.

These assessments demonstrate an applicant's ability to carry out the duties of a Trainee Fisheries and Marine Officer in an operational environment, and to ensure that any current or prior physical or medical conditions are not detrimental to the health, safety, and wellbeing of you and your colleagues.

The **physical abilities assessment** includes:

- Standing broad jump: Males must clear 1.9m; Females 1.55m. The jump must clear the measured distance using both feet at shoulder width apart, to a stationary landing on both feet.
- Multi-stage fitness test (Shuttle run/Beep Test): Males must achieve level 6.5; Females level 5.5.

Working at sea also requires you to demonstrate your ability to survive in the water and to help others who might be in distress.

The **swimming** assessment includes:

- Swimming 400 metres freestyle (no aids) in less than 12 minutes (without fins), with SWIM goggles.
- Towing an inert person for 100 metres with aids in less than 4 minutes (no assistance from the inert person).
- Free diving to 3 metres, retrieving and bringing a weight of 1.5 kilograms to the surface, and holding it there for 2 minutes.
- Free diving to 5 metres (or deepest available equivalent) with the aid of a mask and fins, retrieving an object from the bottom, swimming across the bottom with the object for 10 metres, placing it and returning to the surface.
- Treading water for 15 minutes with your hands (not arms) removed from the water for 2 minutes.

All physical and swimming assessments can be conducted with additional consideration of any particular sensitivities, such as gender or cultural requirements – just ask.

Successful applicants will need to attend a **pre-appointment medical assessment** which involves a medical examination conducted by a qualified medical practitioner, including eyesight and colour vision (ISHIHARA) assessments to ensure you meet the requirements to hold relevant commercial marine safety qualifications. This assessment will only be completed by applicants who are offered employment.

## **Commissioner's Instruction 1: employment standard**

The Department undertakes all recruitment, selection and appointment processes in accordance with the Commissioners' Instructions. We are committed to being fair and equitable in our recruitment decisions, making sure that the most suitable and available person(s) are selected and appointed.

## Feedback and the review period

After the selection process, you will be notified of the outcome via email, and you are encouraged to seek feedback. This information may be valuable to you when you are looking for future job opportunities.

DPIRD utilises a four (4) day review period whereby unsuccessful applicants may lodge a formal application for a review of the process if they believe that the Employment Standard has been breached.

It is important to note that the regulations do not provide for a review of the process to be undertaken because you consider that you were more competitive than the selected applicant(s).

## What happens next?

If you are a successful candidate and we have an upcoming vacancy to fill, we will contact you to discuss your appointment and commencement date, subject to you meeting the pre-employment/special requirements listed on the job advertisement and JDF prior to your appointment.

**Thank you for considering a career as a Trainee Fisheries and Marine Officer**

**GOOD LUCK!**