



# What can we offer you?

Thank you for your interest in the advertised vacancy.

The Department of Water and Environmental Regulation is committed to nurturing a diverse workforce that is reflective of our community which embraces women, people from culturally diverse backgrounds, people with disability and Aboriginal and Torres Strait Islander peoples. This helps ensure a sensitive approach in dealing with diverse customers, a broader input into our decision-making and more appropriate and responsive services.

Our work culture is based on our values and the department is committed to a vibrant workforce where people are inspiring and committed to work collaboratively.

Delivering on its Strategic Workforce Plan the department is looking to attract and select a capable and diverse workforce with the capacity to deliver on its objectives and priorities. Employees are supported through learning and development to support and enable our workforce to embrace change and increase capability.

At the Department of Water and Environmental Regulation we can offer you a range of employment benefits including attractive remuneration, options for work/life balance and numerous development opportunities.

## Attractive Remuneration

Your package will include, but will not be limited, to the following:

- ✓ Competitive gross salary
- ✓ 12% superannuation contribution to the fund of your choice
- ✓ 17.5% annual leave loading payable in December each year
- ✓ Access to salary packaging

## Flexible Leave Options

- ✓ **Annual leave** – 4 weeks per calendar year
- ✓ **Personal leave** – 15 days leave for a variety of personal purposes such as sick leave and carer's leave
- ✓ **Long Service Leave** – 13 weeks for every 7 years continuous service with the option to take as half pay or double pay
- ✓ **Parental leave** – up to 18 weeks paid leave (after 12 months of service)
- ✓ **Commonwealth Paid Parental Leave** – up to 22 weeks paid leave
- ✓ **Purchased Leave** – Opportunity to purchase up to an additional 10 weeks leave per year
- ✓ **Repealed Public Service Holidays** – an additional day leave if you work the day after New Years and Easter Tuesday, and a day of leave for Easter Sunday
- ✓ **Cultural and ceremonial leave**
- ✓ **Bereavement leave**
- ✓ **Blood/Plasma Donor Leave** – 2 hours paid leave per donation
- ✓ **Emergency Services Leave** – Paid Leave for volunteers of the SES, Bush Fire Brigades and Defense Force Reserves

## Great Employment Benefits

- ✓ Flexible working hours
- ✓ Access to Flexi Days
- ✓ Part-time work/job sharing options, and 9 day fortnight
- ✓ A work environment that supports Equal Opportunity and Diversity
- ✓ Commitment to Occupational Safety and Health including a Wellness program
- ✓ Access to a robust social club
- ✓ Access to Corporate Health Memberships
- ✓ Access to an Employee Assistance Program
- ✓ Optical subsidy up to the value of \$220 every two years

## Regional Benefits – for specified regional locations

- ✓ District Allowances
- ✓ Air-conditioning subsidies for Government properties fitted with refrigerated air-conditioning
- ✓ Additional Annual Leave
- ✓ Annual Leave Travel Concessions
- ✓ Subsidised Government Housing possibilities

## Personal and Professional Learning Opportunities

We are committed to ensuring you have access to training and development so you can perform more effectively and with confidence via:

- ✓ Work and Development Plans –agreed work-plans outlining the key results expected from you in your role.
- ✓ Professional development and supported education programs and attendance at conferences/seminars
- ✓ Expressions of interest, mobility placements and acting prospects
- ✓ Paid and unpaid study leave options
- ✓ On-the-job training
- ✓ In-house training, e-learning, and leadership programs

# Eligibility Requirements

To be eligible to apply you must have the following at the time of lodging your application:

- Australian citizenship or 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 for a permanent appointment to the Western Australian public sector.

If you do not meet the above requirements you may still be eligible to apply for fixed term employment opportunities if available. In this circumstance, you must be able to provide evidence of your entitlement to live and work in Australia for the period of the fixed term contract.

Prior to recommendation for an appointment, you will be asked to provide a 100-point identification check and you may be required to undertake a criminal records screening.

If a specific qualification or license is listed as a mandatory requirement for the role in the Position Description, appropriate documentation of your qualifications/licenses including transcripts must be attached to your online application. If you are unable to meet any of these requirements prior to the conclusion of the recruitment process, any offer of appointment will be made subject to the relevant conditions being met.

## Step 1 - Getting Started

### Is this job for me?

**Tip:** Before applying, you should feel reasonably confident that the job is one you have the necessary skills and abilities to do successfully.

Where attached, a position description, also known as a job description form, will identify the duties of the position and the important work-related requirements, or selection criteria, that relate to the employment opportunity. The work-related requirements are a list of skills, experience, knowledge, and qualifications relevant to the role, which are considered to be essential for you to successfully perform the duties of the position.

It may also help to talk to the contact person named in the advertisement as they can better explain the role and any other questions you may have.

As an applicant you must provide sufficient documented information to enable the selection panel to easily assess your competitive suitability against all of the work related requirements.

You may find it useful to undertake some additional research about the Department of Water and Environmental Regulation (DWER) by reviewing our website at [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)

## Preparing your application

To ensure you have all the information you need to prepare your application, please:

1. Where attached, access the Position Description Form from the vacancy advertisement on the Jobs WA website.
2. Check to ensure you meet the role specific capability requirements to successfully perform the role specific responsibilities of the position.
3. Read the '*How to Apply*' section in the job advertisement for specific instructions on what to submit with your application.

For more specific information regarding the position you are applying for, you are encouraged to speak with the contact person listed in the advertisement.

Different selection panels have different methods of assessing your suitability for an advertised position, some of which will be outlined in the advertisement. For example, you may have to address the work-related requirements, respond to specific questions, or submit a comprehensive resume with a covering letter.

Remember to check the closing date and time for the job you are applying for and ensure the Department receives your application in time. Late and proforma applications will not be accepted.

## Addressing the work-related requirements

If the advertisement asks you to address the work related requirements (selection criteria), this will play an important part in the preparation and assessment of your application.

To do this, draw on your own experiences and provide a description of relevant and/or transferable skills and abilities related to the position. Your application should contain real examples from your previous work history that best illustrate how your skills and abilities are related to the job. Be clear and concise in your statements and outline your role in each example you provide and what the results were.

## Your Resume

Your resume will need to provide a summary of your relevant work experience, education, and training. Include a brief description of your duties and responsibilities for each job and outline your key achievements for each role. You may like to outline any activities that you have undertaken outside of work which are relevant to the job.

## Referees

You will be asked to provide the name, work address, email and contact telephone number of two referees. As your referees may be contacted at any stage of the recruitment process, you are strongly encouraged to inform them that they may be contacted in relation to your application.

It may assist your referees to know what job you are applying for. It is preferable that you include your current or most recent supervisor as a referee.

## Submitting your application

- ✓ Ensure that you have completed all of the requested information on the application form (online or hard copy).
- ✓ Have you read and adhered to the instructions in the advertisement carefully?
- ✓ Have you clearly demonstrated your ability to undertake the role? It is essential that you demonstrate you meet the criteria of the advertised position.
- ✓ Please do not attach any certificates or written references with your initial online application unless it is stated in the job description form as being a mandatory requirement of the role.
- ✓ Have you nominated two (2) referees in your application?
- ✓ Have a copy of your CV, covering letter and/or statement addressing the 'capability requirements' specified in the job advertisement ready for uploading in MS Word (.doc) or PDF file formats only.
- ✓ We encourage you to apply online. If you have any access needs that may require adjustment to allow you to fully participate in the application, including alternate methods of communication, please contact us at [recruitment@dwer.wa.gov.au](mailto:recruitment@dwer.wa.gov.au).
- ✓ Applications **must** be received by the nominated closing date and time. The department will not accept late applications. You are strongly encouraged to lodge your application as early as possible.

## Step 2 – The Selection Process

The Department of Water and Environmental Regulation is committed to undertaking a proper assessment of merit to ensure that the most suitable people are appointed in accordance with the Public Sector Employment Standard. All recruitment decisions will be transparent and capable of review.

A selection panel is formed to consider applications. The panel is usually comprised of three members or in some instances an additional panel member(s) may be required. After the panel assesses your application, if deemed competitive and suitable you may be invited to attend an interview or participate in other selection methods (assessment centre, work samples etc.). The method will be decided by the panel, will be applied consistently throughout the process, and will relate to the position requirements.

### Interview process

The following information may assist you if you are selected for an interview:

- where possible the recruitment panel will give you a minimum of 2 to 5 days' notice before your interview.
- interview questions will be related to the advertised position, the role specific and essential capability requirements and will focus on your past and current experiences.
- The same questions will be asked of every applicant interviewed.
- read the position description where provided, your application and think of relevant examples where you have applied the relevant skills and abilities.
- bring copies of reports or other work that can demonstrate your abilities.
- take time to answer each question. Be clear and concise and use past experiences in your answers where possible; and
- you are welcome to ask questions and clarify information.

You will be required to provide identification on arrival.

Applicants may wish to specify any special requirements they have in relation to the selection process, such as mobility assistance or interpretation (including signing for hearing impaired applicants).

## What happens next?

### Notification

Once the selection process has concluded, applicants will be notified of the outcome via email. Applicants can request post-selection feedback from the selection panel via the nominated contact person. The feedback provided may include valuable information and constructive comments about your application and performance during the selection process which may assist in your future applications.

It is important to note that opportunities advertised by the department can also be used to fill vacancies which are the same as, or similar to the advertised position or role. In addition and with your consent, should you be found suitable to an opportunity, this suitability can be shared with other government agencies to assist with their recruitment needs.

### Breach of Standard Claim

If you are unsuccessful and you are of the opinion that the process compliance requirements have not been met and that an Employment Standard has been breached, you may lodge a formal application for a review of the recruitment process.

Before formally lodging a breach of standard claim, you should seek information from and discuss your concerns with the contact person nominated in the outcome notification. After considering this information, should you wish to proceed with lodging your claim, this must be sent in writing to Human Resources at [recruitment@dwer.wa.gov.au](mailto:recruitment@dwer.wa.gov.au) by the breach claim period end date stated in the outcome letter. Claims received after this date cannot be accepted.

Your claim must detail why you believe there has been a breach of the Standard and how you have been adversely affected by the breach. The Regulations do not provide for a Breach of Standard Claim cannot be lodged on the grounds that you consider yourself more competitive than the recommended applicant, rather it must address your concerns that you believe the Employment Standard principles have not been applied. For more information please visit [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

### Additional information

For specific information about the position please contact *the person nominated in the advertisement* in the first instance. If you have trouble lodging your application, please contact the Recruitment Team - [recruitment@dwer.wa.gov.au](mailto:recruitment@dwer.wa.gov.au)

**Good luck with your application!**