



Application Assistance Pack

Overview

In addition to submitting a comprehensive CV, applicants are encouraged to carefully review the job description form (JDF) and the job advertisement to assist the preparation of their cover letter in addressing the position competencies listed in the JDF, if not identified in the job advertisement.

Purpose

This document was developed to provide applicants with a helpful guide to best convey their relevant skills and experience in response to the position competencies. Please note that the use of this guide is not a requirement as part of the application process. We are committed to meeting the [Commissioner's Instruction - Employment Standard](#), which outlines the minimum standards of merit, equity and probity that must be met by the department when filling a vacancy.

Writing tips

- Understand and carefully read the position competencies listed in the job advertisement and JDF, identify the key requirements and draft notes on how you meet each position competency.
- Provide clear and specific examples of how you fulfil each position competency. These examples should draw upon your experience focusing on results or outcomes.
- Clearly structure your examples using a method similar to the STAR or SAO format:

- o STAR - Situation, Task, Action, Result.

- o SAO - Situation, Action, Outcome.

Situation — what was the situation?

Task - what did you need to do?

Action — what did you do and how did you do it?

Result/Outcome — what was the result of your actions?

Structuring your examples similar to the above formats will enable you to provide a clear and detailed response highlighting how you meet the requirements of the role.

- Demonstrate your skills, experience and qualifications that align with the requirements of the role.
- Be concise and adhere to the page limit, avoid jargon or technical language.

- Proofread to correct any mistakes or typos.

Desirable

The Economic Regulation Authority expect to receive applications with diverse career backgrounds that may not have specific experience in energy markets or regulation. We encourage these applicants to apply and respond to the position competencies identifying their transferable skills and experience.

Contact us

Please reach out to our friendly human resources team via human.resources@erawa.com.au or (08) 6557 7903 for queries about the application or recruitment process. For queries about the position, see the contact listed in the job advertisement.

Data Collection

The Economic Regulation Authority (ERA) collects your personal information—including your name, contact details, CV, qualifications, employment history and any other information you choose to provide—so we can assess your suitability for employment and contact you during the recruitment process.

By submitting this information, you consent to us collecting, using and disclosing any personal information you have supplied for the following functions, as necessary:

- recruitment processes including the use of external professional services firms who may be contracted to assist with recruitment activities
- pre-employment screening, including police clearances, where necessary
- to undertake human resource and payroll requirements, workplace health and safety obligations and activities relating to diversity and inclusion, workforce planning, conduct and performance management.

We may also collect information from third parties where necessary for recruitment, such as referees or background checks, in line with Western Australian Government requirements. We will only use or disclose your personal information for recruitment purposes, or where required or authorised by law, including under the *Privacy and Responsible Information Sharing Act 2024*.

The *Public Sector Management Act 1994* authorises the ERA to collect your personal information as part of our recruitment process.

If we do not collect your personal information, we are not able to process your application or employ you.

We use a third-party service provider, Thomson Reuters (BigRedSky), to provide eRecruitment technology services for us. Your personal information is stored securely on servers in Australia.

The types of personal information we may collect to manage your employment include:

- employee, referee and emergency contact details
- date of birth, gender and diversity related data
- recruitment and selection reports
- proof of Australian citizenship or, where relevant, VISA information.
- details of financial and other personal interests of staff and their immediate family members for managing perceived or potential conflicts of interest
- certified copies of academic qualifications
- records about salary, employment benefits and leave
- health related information
- taxation, financial, banking and superannuation information
- child support deductions
- information about performance, training and development
- information supplied by prior/transferring Federal or state government agency including leave and entitlements.

You may request access to, or correction of, personal information that the ERA holds about you by contacting the ERA at info@erawa.com.au.

Further information is available in our [Privacy Policy](#).