

Job application pack

Thank you for your interest in working at Infrastructure WA (IWA). This pack includes information about our organisation, recruitment and selection process, to help you prepare your job application.

About Infrastructure WA

IWA is a dynamic state government agency whose focus is on long-term strategic infrastructure planning for the state.

Our team works closely with state agencies and government trading enterprises and engages widely with industry and the community, to help shape Western Australia's infrastructure future and create thriving and healthy communities.

Our advice on the state's infrastructure needs and priorities aims to maximise the value to WA from every dollar spent on infrastructure, and to create a pipeline of investment in WA to support job creation.

IWA is governed by a Board, reporting directly to the Premier.

Our purpose

Our purpose is to help shape a sustainable future for WA through better long term infrastructure planning. We do this by providing objective, transparent and informed advice and leadership.

Our values

IWA has 4 core values that underpin all that we do:

- **Excellence**
We promote innovation and best practice, leveraging the expertise of our stakeholders and providing relevant expert advice.
- **Trust**
We are approachable, accountable, and act with integrity.
- **Engagement**
We listen and value relationships, developing mutual respect through collaboration.
- **People**
We embrace diversity, value each other and work as a team.

Strategic objectives

- **Improve strategic infrastructure planning and coordination.**
Support continuous improvement of strategic infrastructure planning through engagement and advice and align sectors to achieve statewide infrastructure priorities.
- **Inform and influence longer-term infrastructure needs and priorities.**
Provide system-wide advice based in robust analysis, public infrastructure needs and priorities and shape improved infrastructure outcomes through proactive engagement.
- **Provide informed advice to support robust infrastructure proposals.**
Ensure that the WA Government is able to make informed decisions, investments are strategically aligned to statewide infrastructure priorities and proposals continuously improve.
- **Build stakeholder confidence through mutual awareness and understanding.**
Establish and nurture genuine relationships that support mutually understood responsibilities, expectations and benefits.
- **Fosters a safe and healthy organisation.**
Use our collective strengths to build a resilient, resourceful and respected workplace with a safe and healthy workforce and culture.

Be part of the team

By joining IWA, you will be joining a team that can positively influence the infrastructure decisions that will help shape WA's future.

You will have access to several employee benefits including:

- A flexible work environment with the ability to purchase leave and negotiate flexible working hours.
- A commitment to employee learning and development in relation to your role and responsibilities.

The IWA office is located in Boorloo (Perth CBD). Our office has excellent access to public transport, a range of public parking options and end-of-trip facilities for team members choosing to cycle, run or walk to work.

Equity and Diversity

IWA is committed to promoting equity and diversity in our workforce. We encourage Aboriginal and Torres Strait Islanders, young people, people with disabilities, people from culturally diverse backgrounds, women, and people identifying as part of the LGBTQI+ community to apply for advertised position/s.

As a measure to achieve equality and support, section 51 of the *Equal Opportunity Act 1984 (WA)* will apply across the agency.

How do I apply?

IWA is a State Government statutory authority. We are required to follow the Public Sector Commission's employment standard as set out in the Commissioner's Instructions. Please read the following steps to give you the best chance of success with your IWA job application.

Step 1: Read the role statement

The role statement is a high-level document outlining the key responsibilities and the skills required for the position. The role statement is used to assess your application, assess your performance once in the position and develop your skills.

Step 2: Prepare your application

If your skills match those required, you're off to a good start. Now you'll need to prepare a formal application. Usually, you will need to include a cover letter/statement addressing a number of criteria, and your curriculum vitae.

When preparing your cover letter/statement please refer to the job advertisement for specific direction on what your application needs to include and the attached job description that details the essential criteria required for the role.

Your curriculum vitae (CV or resume) should include:

- your name, address and contact telephone number(s).
- your email address.

- a concise description of relevant work experience, achievements and the dates of your employment.
- your relevant education qualifications and training courses.
- contact details of your referees.

Step 3: Submit your application

Your application will need to be submitted by the date and time stated in the advertisement.

Please give yourself enough time as we are unable to accept late applications. Please submit your application online through the [Jobs.wa.gov.au](https://jobs.wa.gov.au) website. If you experience any difficulties with submitting your application, please get in touch with peopleservices@dpc.wa.gov.au.

Step 4: IWA's recruitment process

IWA is committed to best practice recruitment standards. This ensures fairness in the process and that the most suitable person is appointed. We follow the below principles:

- Conducting a thorough merit-based assessment which matches a candidate's skills, knowledge and abilities relevant to the requirements of the job and the outcomes sought by the public sector, which may include diversity.
- Making sure the process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- Arriving at decisions that are transparent and capable of review.

Step 5: Applicants suitable for interview

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

Step 6: Have I been successful?

After your interview, we endeavour to notify you of the outcome of your application as soon as possible.

Please bear with us as the team will be completing reference checks, completing the selection report and obtaining internal approvals once all suitable candidates have completed an interview.

Step 7: Successful applicants

Once the selection process is complete, if you are the successful applicant, you will be notified as the “successful 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.

The review process is known as the Breach of Standards process and usually takes 4 to 5 working days. Once this period is over and provided a substantiated claim has not been lodged, you’ll be notified in writing that you are officially the “successful applicant” and a new member of the IWA team.

Step 8: Unsuccessful applicants

If you are unsuccessful, you’ll 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 was not handled in accordance with the standards in Step 4.

Through the Breach of Standards process unsuccessful applicants have 4 working days to apply for a review. The assessment will focus on the recruitment process, not on the competing merits of an unsuccessful applicant.

If you would like to apply for a review of the selection process you will need to do this in writing to People Services at peopleservices@dpc.wa.gov.au.

For more information

We encourage anyone who is thinking of applying for a job at IWA to find out more about us by visiting our website at <https://www.infrastructure.wa.gov.au/>.