



Government of **Western Australia**
Department of **Communities**

Information for Job Applicants



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1 Introduction

The Department of Communities (Communities) 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 welcome 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.

At Communities, we are privileged to provide services and partner with others to keep children safe; provide vital community services, including in emergencies; address homelessness; prevent family and domestic violence; provide stewardship for the disability sector; regulate the early childhood and care sector; and manage the agenda for women's interests, youth, seniors and ageing, carers, and volunteering.

Everything we do is about creating 'better lives together through people, place and home' and working together to provide responsive services that build safe, inclusive and empowered communities.

Please visit www.communities.wa.gov.au for more information.

2 Benefits of working for Communities

There are many great benefits available to Communities employees. Some benefits are subject to the award and agreement applicable to the employment offer.

General benefits:

- flexible work options
- annual leave
- personal leave
- long service leave
- repealed public service holidays
- purchased leave
- maternity, adoption or other parental leave
- grandparent leave
- cultural and ceremonial leave
- eyesight testing and screening
- access to Communities Social Club.

Salary payments and options:

- superannuation
- annual leave loading
- Deferred Salary Scheme

- salary packaging.

Regional benefits (specific regional locations only):

- district allowance
- air-conditioning subsidies for properties with refrigerated air-conditioning
- an additional weeks' annual leave (above 26th Parallel South)
- paid travel time (annual leave travel concession)
- paid regional medical travel
- subsidised housing may be available.

Learning and development opportunities:

- higher duties and at level acting opportunities where possible
- in-house formal courses
- on-the-job training
- online training
- external seminars and workshops
- personal development courses
- study leave
- Mentoring for Leadership and Management Program.

3 Health and wellbeing initiatives

Communities is dedicated to supporting the health and wellbeing of all employees. Our current health and wellbeing initiatives include:

- access to corporate health cover discounts
- access to our Employee Assistance Program – free, confidential, short term counselling services for staff and their immediate family members to support their wellbeing in the workplace and personal lives, including financial counselling
- access to free annual influenza vaccinations
- opportunities to participate in corporate health challenges and other health related events throughout the year
- access to a dedicated Health and Wellbeing intranet hub.

4 Career opportunities

Communities provides employees with opportunities in a wide range of business areas and professions, supporting a diverse portfolio of clients in the areas of child protection, community services, disability services, seniors and ageing, volunteering, women's interests and youth. All appointments are based on merit.

Communities' Equity and Diversity Plan aims to increase the representation of people from diverse groups working at our Department by creating a culture where everyone has equal access to employment and development opportunities.

Among our priorities is supporting and increasing the representation of Aboriginal and Torres Strait Islander peoples, people with disability, women in leadership, youth and young professionals at Communities.

Communities takes action to support people with diverse sexualities and genders, and people from culturally and linguistically diverse backgrounds.

For more information, please refer to the [working and partnering with us page](#).

5 Eligibility for employment

To be **eligible for a permanent appointment** to the Western Australian public sector employment, you must have one of the following prior to appointment:

- Australian citizen or permanent residency status in Australia, or
- a visa with unrestricted stay and work rights.

To be **eligible for fixed term employment** to the Western Australian public sector, you must have:

- documentary evidence (i.e. a working visa) of your entitlement to live and work in Australia for the duration of the fixed-term employment.

Public Sector employees who have accepted a voluntary severance are not eligible for appointment up to the re-entry date stated on their deed of severance.

In line with Communities' Criminal Record Check Policy, **all appointments** are subject to criminal record screening.

For some positions, appointments may be subject to medical clearance and Working with Children Check. The Job Description Form will state if this is a requirement of the role.

6 Recruitment methods

Single vacancy

This recruitment process is used to fill a single vacancy identified by Communities. Applicants deemed suitable but not recommended from this process may be offered employment – should a similar position become available within six months from when the Delegated Authority has signed off on the recruitment decision. The advertisement will specify if this may/may not occur.

Recruitment pool

This recruitment process is used to attract a number of applicants for positions that become available within the duration of the pool. If you are deemed suitable in a selection process, you will remain in the pool of applicants. When a similar vacancy arises, you may be offered an employment opportunity within Communities. Being part of the pool is not a guarantee of employment.

7 Getting started on your job application

Step 1: Write your application

Carefully review the information in the job advertisement and the Job Description Form to assess if the role is right for you.

Follow the instructions in the job advertisement on how to apply. Take note of the job application closing date and time.

Make a list of your experience and achievements that are most relevant to the job you are applying for – use this list to plan what you highlight in your job application. Make it easy for the assessors to see your talent and abilities.

Make sure you have the following documents and information ready when you apply:

1. A current résumé (or curriculum vitae) that includes:
 - a. your personal contact details, including your email address
 - b. your education and training history, including qualifications you have which are relevant to the role
 - c. your paid and unpaid work history, including community and volunteering roles which are relevant to the role.
2. The names and contact details of two recent referees. It is recommended you check with your referees before nominating them.
3. Documents that demonstrate your skills and abilities, e.g. certificates, qualifications, your responses to our selection criteria.

Please ensure that the file size of each document / attachment is less than 2 MB.

It is important your application clearly and concisely demonstrates your experience and achievements when answering questions or **addressing the requirements**. This is what the panel will be assessing to determine your suitability for an interview.

We recommend that you provide examples using the SAO (Situation, Action and Outcome) method. Other similar methods could be used such as STAR.

- **Situation** – what was the situation?
- **Action** – what did you do and how did you do it?

- **Outcome** – what were the results of your actions?

When addressing behavioural questions or requirements, focus on how you behaved (what action you took) in a specific situation.

Submit your application online via the Western Australian Government jobs board at www.jobs.wa.gov.au prior to the closing date and time.

If you experience any trouble applying online or would like to use an alternative method, please get in touch with the Human Resources contact in the advertisement.

We can also be contacted via the [National Relay Service](#) on the following numbers:

- TTY / voice calls - 133 677
- Speak and Listen - 1300 555 727
- SMS relay - 0423 677 767.

Late applications will not be accepted.

Step 2: Shortlisting

The Selection Panel assesses your job application based upon the information and documentation you have submitted. The panel will agree on a shortlist of the most competitive applicants, who will be contacted by phone and/or email for further assessment. The applicants who have not been shortlisted will also be contacted.

Step 3: Further assessment of shortlisted applicants

All applicants will be asked if they require any possible adjustments for the interview. This may include, but is not limited to, support accessing the building, additional time for responding to questions, supportive software and alternative assessment methods.

The Selection Panel may use a variety of methods and tools to conduct further assessments to determine your suitability for the role. This may include a formal structured interview, a work related task, an assessment centre session? and/or a second interview. Your referees may also be contacted.

To help streamline the recruitment process, it is recommended that applicants bring in the following documents to the interview for sighting by the Selection Panel:

- your drivers' licence, if required for the role
- your certificate of Australian citizenship **or** evidence of permanent resident status **or** entitlement to live and work indefinitely in Australia **or** a temporary visa with entitlement to work (applicable to fixed term employment only)
- your qualifications listed in your application – these must be the original documents.

Step 4: The decision

The Selection Panel will consider the evidence gathered to determine which applicant or pool of applicants best meet the job requirements. All applicants receive notification of the

decision and have the right to lodge a claim of breach of the Employment Standard if they feel they were adversely affected by the decision. Visit [Breach of Standard claims](#) on the Public Sector Commission website for more information.

Step 5: Feedback

Communities encourages all applicants to ask for constructive feedback on their application, regardless of the outcome of the process. You can ask for feedback from the designated HR contact.

Stage 6: Offer of employment

If successful, you may be offered the role verbally, followed by a written offer or another method of communication preferred by you.

If you accept the offer, a consented criminal record check is a compulsory part of the process of becoming employed by Communities at this stage.

A consented criminal record check of all staff is part of ensuring the safety and wellbeing of our clients and employees, and security of the agency's resources and information.

Your criminal record will be assessed in relation to the requirements of the role you have applied for. Your criminal record check information will not be used for any purpose other than to determine your suitability for a role with the Department.

Good luck with your application!