



Applicant Information Pack

The Department of Mines, Petroleum and Exploration (DMPE) respectfully acknowledges Aboriginal peoples as being the Traditional Custodians for Western Australia. We acknowledge the enduring connection Aboriginal people continue to share with the land, sea, and sky through both their ancestral ties and custodianship to Country. We pay our respects to Elders both past and present and acknowledge the value brought to our department through the collective contribution of Aboriginal and Torres Strait Islander peoples across Western Australia. We respectfully refer to Aboriginal and Torres Strait Islander people as 'Aboriginal'.

Kaya and Wandju

DMPE is more than just an employer. We offer a diverse range of extraordinary career opportunities across the department, all focusing on supporting a safe, fair and prosperous future for Western Australia. We aim to provide our employees the opportunity to:

- **Contribute** – give back to your community, share your knowledge and improve safety.
- **Develop** – grow your skills, develop a career path and expand your horizons.
- **Thrive** – find balance between work and home life, make a change and enjoy a better future.

To learn more about the department and what we have to offer, please visit our [website](#), and to keep up to date on activities, you can follow us on [LinkedIn](#).

Are you eligible to apply?

To be appointed to a position, you need to be able to provide evidence of your right to work in Australia. Permanent appointments will require Australian or New Zealand citizenship or permanent residency. Fixed term appointments will require a valid working visa for the duration of the contract period.

All employees are required to undergo employment screening, which includes a Nationally Coordinated Criminal History Check (NCCHC) and any other checks / clearances that are specified in the job advertisement or job description form.

Employee Benefits and Opportunities

We offer a supportive, diverse and innovative environment with great benefits, including:

- Flexible working hours (with a standard 37.5 hour week);
- Flexible working arrangements (from home, the field and office);
- 20 days of annual leave per year;
- Annual leave loading paid every December;
- 13 weeks of paid long service leave every 7 years (available at half pay for 26 weeks);
- 18 weeks paid parental leave (after 12 months of service);
- Option to purchase an additional 10 weeks of leave per year;
- Up to 15 days personal leave per year;
- Three repealed public service holidays per year;
- Reproductive health leave (five days of paid non-cumulative leave);
- Disability leave (10 days of paid non-cumulative leave);
- Cultural leave (5 days of paid non-cumulative leave);
- Half pay annual leave (conditional);
- Bereavement leave;
- Study leave;
- 12% superannuation contributions to a provider of your choice;
- Salary packaging options;
- Opportunities for professional development, acting, shadowing and mentoring;
- Support to grow your skills with a wide range of formal training options;
- Build a healthy lifestyle with our award-winning Health and Wellbeing program;
- Employee Assistance Program to assist you deal with life's challenges.

Additional Regional Benefits*

- Addition five days of annual leave (if working above the 26th parallel);
- District allowance;
- Paid travel time (annual leave travel concession);
- Subsidised housing may be available.

**Availability dependent on regional location*

Integrity Matters

As a major regulator for the State, integrity is embedded in all aspects of our work. It requires a multifaceted approach and relies on us always doing the right thing.

As public sector employees, we are here to serve the people of Western Australia. It's essential to understand what it means to always act in the public interest.

Our values of being respectful, responsive, forward-thinking, transparent, fair, and ethical guide our staff in their achievements and success.

Workforce Diversity and Inclusion

Our people are our greatest asset, and we want to harness the strengths of our diverse workforce to ensure we provide better outcomes for the community. We are committed to ensuring all our employees are valued and have the opportunity to maximise their potential.

We strongly encourage people from diverse backgrounds to join us.

Aboriginal Workforce Development

We have a dedicated Aboriginal Workforce Development Team who are on hand for advice and support. Our team provide guidance on our recruitment and selection process through to onboarding. Aboriginal and Torres Strait Islander people seeking a career with DMPE are encouraged to register for opportunities on the [Aboriginal employment](#) page.

People with Disability

We are committed to continually developing diverse and inclusive workforce. Actively promoting the employment of people with disability ensures service provision is more receptive to the community we serve. Applicants with a disability requiring adjustment or accessibility requirements at any stage of the recruitment process can contact recruitment@dmpe.wa.gov.au.

The Recruitment and Selection Process

Vacancies are advertised to fill the positions. Applicants deemed suitable but not recommended from a process may be offered employment, should a similar position become available in 12-24 months (conditional to what is stated in the advertisement).

The recruitment process steps are as follows:



How to apply

Step 1 – Read the job advertisement and job description form

It is strongly recommended that you read the job advertisement, the Job Description Form (JDF) and any other information provided. This will give you a sense of the role and responsibilities of the position and whether it is right for you.

Step 2 – Consider contacting the hiring manager

The hiring manager's contact details are in the job advertisement. You may contact them to introduce yourself and ask any questions about the role, which may help you clarify what to address in your application.

Ask any questions to help you prepare your application, or other conditions of employment, such as:

- What are your short and long term goals for the position?
- Are there any specific skills or experience you require in the role?
- What is the culture like in the organisation/work area?
- Do you offer any workplace flexibilities (i.e. working hours, working at home)?
- Is it a collaborative environment or more independent?
- Is there scope for professional development?
- Would there be shadowing opportunities?
- Does the role support working parents to balance their work and home life?
- What are the current pressures in the area?
- Are there any areas in the team that require attention?

Stage 3 – Reflect

Based on the advertisement, job description form and discussion with the hiring manager, consider whether this is the right job for you.

- Do you have the qualifications?
- Do you have the relevant skills and experience?
- Does it support your long term goals?

If the job is right, you can start to draft your application.

Step 4 – Preparing your application

Before you apply online, you must prepare your supporting documentation. Read the advertisement to determine what is required in your job application. It may include:

- A comprehensive CV only;
- A comprehensive CV and responses to specific selection criteria; or
- A comprehensive CV and responses to specific questions relating to the role and responsibilities.

Curriculum Vitae (CV) / Resume

- Ensure your CV is up to date, including your contact information.
- Tailor your CV for the role, ensuring it reflects the requirements of the role you are applying for and highlights your relevant experience, skills and qualifications.
- Keep it clear and concise, including information about your employment history, dates of employment, education and any relevant certifications.
- Showcase your achievements by providing examples of accomplishments in previous roles, including successful projects, completed training or awards or accolades.

- Make sure it is easy to read, with a clear layout, heading and bullet points and an easy-to-read font.
- Proofread to correct any mistakes or typos.
- If you have breaks in employment - simply put the reason.

Responding to Role Specific Requirements

- Read the advertisement to clearly identify which requirements you need to address, as you may be required to address all or only a couple.
- Read the advertisement to clearly identify how long your written response is to be, as many have page limits applied.
- With the role requirement, it is recommended you:
 - Make notes on how you meet each one.
 - Use examples to demonstrate your experience relevant to each criterion.
 - Draw on current and past experience, focusing on results and outcomes.
 - Structure your examples using the STAR or SAO format, as it helps to provide clear and detailed responses:
 - STAR – Situation, Task, Action, Result
 - 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?
- Demonstrate your skills, experience and qualifications that align with the role.
- Be concise and ensure you adhere to the page limits, avoid jargon or technical language.
- Proofread to correct any mistakes or typos.

Responding to Questions Relating to Roles and Responsibilities

- Read and identify what roles and responsibilities you need to address.
- Make notes on how you meet each one.
- Use examples to demonstrate your experience relevant to each role and responsibility.
- Draw on current and past experience, focusing on results and outcomes.
- Structure your examples using the STAR or SAO format (as outlined above).
- Demonstrate your skills, experience and qualifications that align with the role.
- Be concise and adhere to the page limits, avoid jargon or technical language.
- Proofread to correct any mistakes or typos.

Referees

- Select two referees who can support your employment history and experiences.
- One referee should be your current or recent manager or supervisor.
- It is recommended that you check with your referees before nominating them.
- Ensure they are available and will provide positive feedback on your previous work and performance.

If a panel member is your referee, they will need to complete the referee report prior to accessing applications to appropriately manage the associated conflict of interest. When this may occur, ensure the referee is aware you are applying to give them time to complete

your reference. If the recruitment process has already commenced, you may be asked to nominate a different referee.

Step 5 – Polish and submit

- Ensure you proofread your CV and application.
- Ask someone else to read over your application – a second set of eyes could help pick up any errors and help you to improve your application.
- Ensure your documents are a maximum of 2MB per attachment (or 8MB in total) and are in one of the following formats:
 - Microsoft Word;
 - Adobe PDF;
 - JPEG; or
 - GIF.
- Ensure you have adequate time to submit your application (approx. 30 minutes).
- Applications must be submitted and received by the closing time.
- The system will not allow late applications.

Through the WA Government Jobs Board click on the 'Apply for Job' button.

- There will be some online questions you will need to respond to, so ensure your personal details and contact information are up to date.
- Attach all information requested in the advertisement, including your CV, responses to the role requirements, and qualifications (if applicable).
- On submission, you will receive email notification confirming receipt of your application.

What comes next?

The shortlisting process

After the closing date, the selection panel will read your application and determine if you have met the work-related requirements and will consider if you are to be shortlisted. If you are shortlisted the selection panel will contact you to make arrangements for the next step of the selection process.

The interview process

If you make it through to the interview stage, the process and assessments to be undertaken during the recruitment and selection process will be provided to you in advance so you know what to expect.

In preparation for your interview, we encourage you to:

- Review the job advertisement, Job Description Form and your application.
- Think about your experience and how this will be relevant to the role.
- Brainstorm examples of your previous experiences that can demonstrate your skills and experience to meet the requirements of the role.
- Make notes - write down some relevant examples against the job requirements listed within the Job Description Form and bring these along to help prompt you.

We are committed to providing equal employment opportunities for people with disability. Please advise the panel if you require any assistance or reasonable adjustments to be made, to allow you to participate on an equal basis.

The day of your interview

The following points may be helpful:

- Bring a copy of your job application to the interview for reference.
- Never assume that panel members know of your suitability for the position, even though you may work with them or have previously worked with them.
- Ask for clarification if you do not understand a question.
- Take your time to answer each question and answer each question fully.
- Wherever possible, relate your answers to direct experiences you have had.
- Ask the panel any questions relevant to the job or the department when the opportunity is presented.

Referee checks

Referee checks may occur as part of the shortlisting process but are used more frequently following interviews or other forms of further assessment.

Pre-employment conditions

If you are the successful applicant for a position, you will be requested to undergo a Nationally Coordinated Criminal History Record Check (NCCHC) prior to an offer of employment being made. This requirement only applies if you are suitable and recommended for a position with the department, so it is not necessary to take any action at the application stage. There is no cost to you to undertake this check.

A previous criminal conviction or pending charges will not necessarily preclude you from employment, however the relevance and seriousness of the offence will be taken into account in assessing your suitability for employment with the department. All applicants will be treated fairly, equitably and in accordance with the principles of natural justice. Any action taken will be documented in a transparent manner, which is capable of review.

All NCCHCs and information regarding previous criminal convictions will be treated in the strictest confidence.

Dependant on the role, other pre-employment requirements can also include:

- Previous disciplinary matters;
- Medical assessment which could also include a baseline hearing test;
- Conflict of Interest declaration;
- Western Australian 'C' class driver's license; or
- Psychometric assessments.

Any pre-employment requirements for the role will be listed in the advertisement and job description form. Refusal to undertake any of the pre-employment checks will result in you being withdrawn from the process.

Outcome and feedback

After the panel's final recommendation on the selection process has been made and endorsed, all applicants will be notified of the outcome by email and be provided the opportunity to seek feedback on their application. Regardless of whether you were successful or not, we strongly encourage you to obtain feedback from the selection panel. This feedback could help you improve your application, so you are more competitive in future job opportunities, or provide you with some direction on other career development opportunities. We encourage you to telephone the nominated feedback person within a few days of receiving notification.

Fair and equitable recruitment

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. There is a period of four business days during which you can lodge a breach of standard claim. If you believe there has been a breach of the Employment Standard, we recommend that you contact the department to discuss your concerns in the first instance. It is important to understand that disagreeing with the selection outcome on the basis of your competitiveness for the role is not grounds for submission of a breach of standard claim.

Further information

If you have any further questions regarding the position for which you apply, please call the contact person nominated in the job advertisement. Alternatively, you can contact the Recruitment and Establishment Team at recruitment@dmpe.wa.gov.au.

Thank you for your interest in working with us, and we wish you the best of luck with your job application and future career.