



# Applicant Information



## What makes the Department of Transport and Major Infrastructure (DTMI) a great place to work?

### REAL PURPOSE

We are collaborating with the people of Western Australia to empower a thriving community.

### REAL GROWTH

Through our modernised work environment, we allow our people to feel empowered and take accountability for their professional and personal development.

BE PART OF  
SOMETHING

REAL

### REAL CONNECTION

We care about our people, our teams, and the public who we serve. We've created a culture of genuine support for each other and the community.

### REAL WELLBEING

At the Department, we care about our people's wellbeing and relieving pressure where we can.

# Applying for an opportunity

## Prepare your application

1. Review the advertisement of interest to you and the Job Description Form (JDF).
2. The suitability requirements, including required work-related and personal attributes, are outlined in the body of the advertisement and will be assessed at various stages of the recruitment and selection process.
3. For further insight about the position, you may contact the person named in the advertisement.
4. Follow the advertisement instructions for applying.

DTMI encourages applications from every background, including Aboriginal and Torres Strait Islander people, people with disability, women, youth, members of the LGBTQIA+ community and people from culturally and linguistically diverse backgrounds.

## Provide a resume which includes:



work experience and achievements;



your education and training;



activities undertaken outside work relevant to the job you are applying for; and



details of two referees.

## Prepare a covering letter:

If the job advertisement asks you to address further requirements, you need to highlight how you meet the requirements by providing relevant examples of your skills and abilities from past work experiences and achievements.

**Hint:** You can use the SAO (Situation, Action, and Outcome) approach to address the requirements.



Situation



Action



Outcome



## Eligibility

Australian Citizens, Permanent Residents, and New Zealand Citizens with unrestricted work rights are eligible to be considered for permanent and fixed-term appointments. Temporary visa holders with valid work rights may also be considered, subject to legislative and visa requirements and restrictions, and must be able to provide satisfactory evidence of their right to work in Australia at the time of appointment.



All positions at DTMI have some level of mandatory screening to help verify a candidate's identity and integrity before an offer of employment is made - this includes the candidate obtaining a current National Police Clearance.



**Hint:** See how our values relate to you and incorporate that in preparing a cover letter and at interview.



COLLABORATION

Working together we get things done.



WELLBEING

Looking after ourselves and supporting others.



ADAPTABILITY

Always open to possibilities.



ACCOUNTABILITY

Taking ownership, we deliver.

## Our Recruitment Team

If you have any communication or access needs that require adjustments to allow you to participate in the application and assessment process, please contact our Recruitment Team by



Phone (08)  
6551 6888

or



email  
[recruitment@transport.wa.gov.au](mailto:recruitment@transport.wa.gov.au)

## Submitting your application



When ready, submit your application through [jobs.wa.gov.au](https://jobs.wa.gov.au) prior to the closing deadline.



Please ensure all items are attached at the time of submission.



Any applications received after the closing date and time cannot be accepted.

## Our selection & assessment process

If shortlisted to the next stage, the selection panel may invite you to interview or use other approaches (e.g. participate at an assessment centre or providing work samples) to determine your suitability for the job.

### Preparing for an interview

Review the JDF and the **suitability** requirements.



Think of examples which showcase your relevant skills and abilities.



Prepare a portfolio of your work (if applicable) to show your skills and abilities.



Reflect on how our organisations values of collaboration, accountability, wellbeing, and adaptability relate to you.



Arrive at your interview with adequate time to spare. You may be given time in advance to read questions and prepare notes for your interview.



During the interview, answer with enough detail and examples.



Remember to ask questions of the selection panel and seek clarification where needed.

### Outcome and feedback

The selection panel will identify the best candidate for the job.

- You will be notified of the outcome and encouraged to seek constructive feedback. The feedback may help you in your future job applications.
- All advertised jobs of twelve months or greater are subject to a breach period. Any applicant who believes the Public Sector recruitment Standard has been breached may lodge a formal application for a review.
- Once a breach period has closed the successful candidate will be notified and an offer of employment made.
- Being assessed as successful for inclusion in a recruitment pool does not guarantee an offer of employment.

BE PART OF  
SOMETHING

REAL



Learn more at [transport.wa.gov.au](https://transport.wa.gov.au)