



Many Paths – One Destination

MAKE DTF PART OF YOUR JOURNEY!

About the Department of Treasury and Finance

While collectively we strive to achieve our vision of:

Inspired professional people | Independent advice | Innovative services

Each of our people brings different skills, experiences and personal goals – different paths in life. The ‘product’ we deliver to our customers, is the sum total of this knowledge and expertise.

Although we celebrate our differences as individuals, together we value:

- Delivering excellence... in everything we do;
- Teamwork, (because it really is everything!); and,
- Fun, flexibility and recognition.

It’s not just about the work we do; it’s also about having the right attitude and enjoying it! We are proud to be an Equal Opportunity Employer and as such actively encourage applications for employment from Indigenous Australians, young persons, people with disabilities and from culturally diverse backgrounds. By adopting a proactive approach to employment, we can ensure our people represent, and respond to, the wider community we serve.

In our recruitment and selection process, once applicants have been assessed as meeting the essential work related requirements (selection criteria), we may then consider our business needs in making the final decision about who to appoint to the job.

To help us keep a diverse workforce, we strive to create an environment that enables our people to balance the demands of their job, family and other commitments such as study or community work with the need to maintain a healthy lifestyle. We offer flexible, family friendly work practices and wellness programs.

About Building Management and Works

On 15 December 2008, Cabinet approved transferring the ‘works’ function of the Department of Housing and Works to the DTF and endorsed the commencement of the ‘Works Reform Program’. As of 1 February 2009, the Building Management and Works business became operational within DTF and the ‘Works Reform Program’ commenced.



In April 2009 Cabinet approved a new lead role for Building Management and Works in delivering our three core functions;

- Leading the planning and delivery of new Government buildings;
- Leading the planning and delivery of Government building maintenance; and
- Leading the planning and delivery of Government office accommodation.

At this time, Cabinet also supported the growth in our project management capability and capacity. Building Management and Works as a part of the Department of Treasury and Finance is committed to delivering the Works Reform Program, including enhancing project management capability within our business.

Further information on what we do and how we do it, as well as the Works Reform Program can be found on our website at www.bmw.wa.gov.au.

Introduction

Thank you for taking the time to apply for a job with Building Management & Works (BMW). This information will guide you through our recruitment and selection process. In line with current Public Sector initiative '*Rethinking Recruitment*', each recruitment process may vary depending on what is required in a job. The one thing you will find in common is our aim to make sure each process is applicant friendly, fits with our values and business needs, is fair, equitable and timely. Those applicants deemed suitable for appointment and included in the recruitment pool, may be considered for employment opportunities in comparable positions and similar locations, during the next 12 months. Please note, however, your application will not automatically be included for positions we advertise in the future, therefore should you see a vacancy you are interested in, you should submit a completed application as usual.

What We Are Looking For

Okay – you have read about us and what is required in the job and decided you have got the talent, values and customer focus we need to help us achieve our vision! Now it is time to start on your application. If, after working through these guidelines, you feel you need more assistance, please telephone the contact person named in the advertisement.

Getting Started

As previously mentioned, the selection process for a position may vary depending on the job so please **read the ad and any attached documents carefully to identify exactly what is required.**

STEP 1: Write Your Application – Making Sure It Gets To Us on Time

Your application is important as it usually determines whether or not you progress to the next stage of the selection process. It needs to include:

- A current resume (curriculum vitae) outlining your relevant personal particulars and contact details (including email address if you have one), education and training (including qualifications) and your paid and unpaid work history, highlighting



your experience and achievements most relevant to the job you are applying for.

The names and contact details of your referees. Usually we ask you to nominate two people (including your current or a recent line manager) who are available to confirm what you have said about your experience and abilities etc. We recommend you check with your referee before nominating them as a contact.

Your referees may be contacted at various stages in the selection process so if you have any concerns about us contacting them, please let us know when you apply by marking this clearly on your application.

A completed Advertised Vacancy Form clearly identifying the role you are applying for.

You may also be asked to attach:

A covering letter which asks you to respond to several questions and/or explain why you are interested in the position and/or cover several of the work related requirements (selection criteria)

A separate response covering the work related requirements (also known as selection criteria).

PLEASE NOTE: For some positions, depending on what is required in the job, your initial application may be a telephone screening interview or an online screening tool rather than a written application. That is why it is important to read the job advertisement carefully for details of what is required.



Now it's up to you to make sure we receive your application **before 11.45pm** on the advertised closing date:

By e-mail at: Jobs@bmw.wa.gov.au

(Applicants will receive an automotive email acknowledgment.) BMW does not accept any responsibility for applications not received by the specified date.

This Department uses Word 2007 so please make sure your document is in a compatible format. Zipped files cannot be accepted.

By post to: Human Resource Consultant

Building Management & Works

Locked Bag 44,

Cloister Square Perth WA 6850.

In person: Seal your envelope, address it to the Human Resource Consultant, mark it '**CONFIDENTIAL ADVERTISED VACANCY DTF**' and deliver to Building Management & Works, 2nd floor, 565 Hay St, Perth WA 6000. Please make sure to get your application date stamped.

By fax at: 08 6211 8171

Only a **SINGLE** copy of your application is required.

(Applicants will receive email acknowledgments of their application after the closing date.)

Other Information

- All offers of employment will be subject to applicants providing a National Police Clearance and appropriate evidence of Australian Residency/Citizenship, no later than 14 days prior to their commencement.
- Building Management & Works reserves the right to withdraw the offer of employment where an applicant possesses a conviction that the Department considers to be at conflict with their employment.

STEP 2: We Shortlist Applicants

The Selection Panel assesses applications and agrees on a "shortlist" of the most competitive applicants. The Panel may use other tools to help them finalise this list e.g. referee checks. We'll contact you if you have been successful in getting through to the next step.

STEP 3: We Carry Out Further Assessments of Shortlisted Applicants

The Selection Panel carries out further assessments to determine applicants' suitability for the job. This may include a formal structured interview, a more informal meeting with the Panel, examples of your work, a presentation, practical test, case study, role play, other testing etc. Your referees may also be contacted during this stage.



Government of **Western Australia**

Department of **Treasury and Finance**

STEP 4: The Decision

The Selection Panel looks at all the evidence it's gathered to determine which applicant/s best meet/s the work related requirements and the business and diversity needs of our agency at the level needed to do the job. We write to all applicants letting them know the outcome and offering the opportunity to ask for feedback.

STEP 5: Feedback

When you receive your letter informing you of the outcome of the selection process, we encourage you to telephone the contact person for some constructive feedback. This information may be valuable to you when you are looking for future job opportunities.

All the best with your application!