



Applicant Information

Overview of Employment Conditions and Recruitment Process



Making a difference - through excellence and innovation to grow Western Australia's world class agriculture and food sector



Benefits of working with DAFWA

At DAFWA we pride ourselves for making a difference through excellence and innovation to grow Western Australia's world class agriculture and food sector. The Department also considers itself to be an employer of choice as we support our initiatives surrounding work/life blend and quality of life initiatives.

Our support to staff, their families and the wider community by providing a supportive working environment that acknowledges our individual needs, beliefs and values.

Our vision

Making a difference – through excellence and innovation to grow Western Australia's world class agriculture and food sector.

Our values

- We are committed to making a difference in all areas in which we work
- We value our customers' requirement for high quality service delivery
- We work as a team, being supportive of each other, appreciate of other' inputs and respecting their differences
- We encourage creativity, are receptive to new ideas, strive for continuous learning and improvement and share our knowledge
- We are honest and open in our communication and accept accountability for our dealings with others
- We value and respect the health and safety of our people

Work-life blend

- Most of our staff work Monday to Friday under a **flexible working hours** arrangement
- However, by negotiation and as long as operational requirements can be met staff may **vary your working hours, work from home or work part-time**
- Our offices are located throughout the State so it is likely that we can accommodate preferences for metropolitan and country work locations
- **Parking** for staff
- **Social Club** that offers a range of functions, activities and discounts for all members
- Other benefits at our South Perth office include a:
Family room
Gymnasium and
Canteen

Flexible leave options are available. These include:

- **four weeks of annual leave** per year - more if you are work above the 26th parallel
- **(annual) leave loading of 17.5%**
- **ability to purchase of up to 8 weeks additional annual leave**
- **Flexible access to accrued long service leave**
- **13 weeks long service leave** for every 7 years of continuous service
- **personal leave** which provides you with **flexible**, full pay leave for a variety of personal purposes such as sick leave and carer's leave
- **parental leave, including 12 weeks paid leave**, with options on how and when you return to work
- **leave for cultural and ceremonial events**
- **employee funded sabbatical leave**



Salary packaging

- In addition to the salary offered under the relevant Award, **other benefits** also include superannuation, leave loading and access to salary packaging arrangements.
- Salary packaging allows you to use direct pre-tax income towards benefits such as novated car leases, superannuation or laptop computers and reduces the amount of tax you pay, giving you increased disposable income.

Personal and Professional Learning Opportunities

DAFWA is committed to assisting staff realise their full potential and supports continued professional and personal development via:

- Professional development and supported education programmes and attendance at conferences
- Expressions of interest, mobility placements and acting prospects allowing you to broaden your work experience
- Paid and non-paid study leave programmes
- In-house training and e-learning programs
- In-house leadership and executive springboard programmes
- **Undergraduate Studentship Program** and **Undergraduate Studentship Honours Program** are run on an annual basis. Successful graduates may be invited into DAFWA's **Graduate Program**

Quality of Life (QoL)

DAFWA's Quality of Life (QoL) initiative aims to support staff, their families and the wider community. It acknowledges individual needs, beliefs and values. The initiative covers nine areas which we consider impact on staffs' quality of life. These are: **Family, Health, Economic, Work, Personal Growth, Social, Recreation, Security and Community.**



In addition to all of the QoL practices above we also provide activities specific to improving our staffs' QoL, examples of which include:

- encouraging staff to participate in a wellness program which includes a mix of fun and interesting work and lifestyle events
- access to an Employee Assistance Program. You and your immediate family will be eligible for a free, independent, confidential and professional counselling service
- discounts on safety products
- information regarding wills and estate planning
- encouraging you to become a blood and/or plasma donor by providing paid leave
- providing leave for volunteers of the State Emergency Service, Bush Fire Brigades and Defence Force Reserves
- having a workplace giving program that allows you to donate to your favourite charity from your pre-tax salary using direct debit
- supporting a variety of community efforts, charity days and events throughout the year.



Applying for a Job with DAFWA

DAFWA offers a range of different agri-food career and employment opportunities, throughout Western Australia. We are keen to have representation from the diversity within community including women, Indigenous and culturally diverse, young people and people with disabilities. To support these groups achieving at all levels of the organisation, we provide a number of programs and opportunities to network and develop your skills, talents and careers and are committed to a program of understanding, respecting and appreciating diversity and what it has to offer in our business.

Potential applicants are encouraged to monitor our website at www.agric.wa.gov.au or visit the Western Australian Jobs Board site at www.jobs.wa.gov.au and apply for any employment opportunities you consider appropriate to your qualifications, experience and area of work interest.

The recruitment and selection process for each position is unique and potential applicants are advised to read all advice relating to the recruitment process including the Job Description Form (JDF) before applying for a position.

Our guide “Extra Information for Applicants” provides more specific details regarding the Recruitment and Selection Process.

An overview of the recruitment and selection process follows:

Submit Your Application On Time

1st read the application package, including the JDF which identifies the core essential criteria, then submit an application. A comprehensive and competitive resume demonstrating your suitability to meet the core essential criteria as outlined in the JDF is all that may be required.



Further Assessment – Including Interview and Reference Checking

Shortlisted applicants are generally invited for further assessment (normally within 1-3 weeks of the application closing). If you don't hear back from us immediately, don't despair. All applicants are contacted, in writing, at the end of the selection process and advised of the opportunity to obtain feedback. This feedback may be valuable and of assistance in future job opportunities with DAFWA.

Referee checking is included in this process. An interview is normally conducted however other methods may be used, if appropriate. You will be advised how you are likely to be assessed should a different selection method be used.



Decision Time

All evidence gathered throughout the process is assessed to determine which candidates have proven to meet the selection criteria and are available to do the job. Where there is more than one suitable applicant we will assess the individuals against the core essential criteria having consideration to DAFWA's business and diversity needs. All applicants are notified of our final decision. This generally occurs within two week of the interviews being completed.



I've got the job!

Congratulations! As a DAFWA employee you are part of an agency that value's its employees and aims to promote a rewarding and challenging work environment that provides you with a healthy blend between work and lifestyle.



Other Opportunities ...

If you were not successful this time, you are encouraged to telephone the nominated contact person to obtain constructive feedback about your assessment. This information may assist you for future job opportunities. Applicants not recommended but considered suitable are identified and held on a “live” AV file. They may then be offered similar employment opportunities over the next 12 months. This means, if you have been placed in the pool, that you may still have another opportunity to become a DAFWA employee.

Enquiries

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