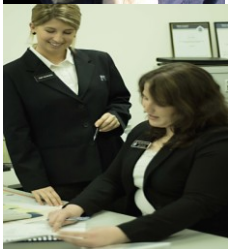




## Job Application Package Western Australia Police



### Benefits of working with the Western Australia Police (WAPOL)

As an employer of choice, WAPOL has a number of benefits to offer that can enrich your employment experience. In addition to your agreed salary and employer superannuation contributions, the following benefits are available (Normal agency guidelines apply);

#### Growth and learning opportunities

At Police, we have a strong commitment to provide growth and learning opportunities for all our team that will help you take greater control of your future. At Police you can take advantage of the following opportunities:—

- **Expressions of interests and acting prospects** allowing you to broaden your work experience through on-the-job training in different types of jobs at both like and higher pay classifications throughout the agency
- **Study leave** is available with up to 5 hours paid leave per week to attend classes during working hours
- In-house **learning programs** ranging from Window applications, to customer service through to project management skills
- Police's **leadership program** aims to help guide the agency by identifying and developing the leadership skills of Police's middle and senior leaders of tomorrow.
- The **Mentoring Program** is a partnership that provides people with the opportunity to share their professional skills and experiences and to grow and develop in the process. The program is a well developed structured police initiative.

#### Flexible leave options

WAPOL recognises and appreciates a diverse team. We understand the needs of our workforce and in doing so can offer you leave entitlements that will assist you to find that balance. As a WAPOL employee you will be entitled to;

- 4 weeks of annual leave per year with **leave loading of 17.5%**.
- The ability to **purchase more annual leave**, up to 10 weeks of additional leave can be purchased, giving you enough leave for all the school holidays or to go on an overseas holiday.
- **13 weeks of long service leave 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 14 weeks paid leave**, with options on how and when you return to work.



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- **Deferred salary scheme** which allows you to take 12 months of paid leave after completing 4 years of service at a reduced rate of pay.
- **Cultural and ceremonial events** leave that may be taken from accrued leave entitlements.

### Work-life balance opportunities

Police is among the most progressive government departments. We have taken a lead role in providing a healthy work-life balance for all our team. As a result, you;

- Have the option of flexible work time, as long as operational requirements can be met. In consultation with your manager, you can vary your working hours, attendance patterns and working arrangements to best balance your work and personal commitments.
- May also negotiate work from home arrangements, where appropriate.

### Salary packaging

Salary packaging allows you to use direct pre-tax income towards benefits such as car leases, superannuation or laptop computers and **reduces the amount of tax you pay**, giving you increased disposable income.

### Fit for Life program

At Police we know it is important to nurture your general wellbeing. A WAPOL initiative, **Fit for LIFE** is about WA Police caring for its employees, their health, helping them look at healthy behaviours, and giving them the opportunity to make some changes.

WAPOL encourages all staff and their families to enjoy regular physical activity and healthy eating to improve cardiovascular health, promote general wellbeing and achieve a healthy weight. Free GYM facilities are available at Police Head Quarters and a variety of events are co-ordinated which include staff of all ages.





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### Western Australia Police - An exciting opportunity where you can make a difference!

The Western Australia Police is responsible for policing the largest single police jurisdiction in the world, an area covering 2.5 million square kilometres with a structure comprising three regions, 14 districts and approximately 163 police stations.

Our mission is to enhance the quality of life and wellbeing of all people in Western Australia by contributing to making our State a safe and secure place

The Western Australia Police provides you with the opportunity to be part of a values driven organisation, directly contributing to *WAPOL's ability to enhance the quality of life and well being of all people in Western Australia by contributing to making the state of WA a safe and secure place.*

We do this by encompassing our core values in everything we do;

Our values are —

- ◆ **Honesty** - We must act honestly and with integrity during the course of our work and as members of the community.
- ◆ **Respect** - We must always be courteous and show respect to members of the community and each other.
- ◆ **Fairness** - It is vital that our work is carried out in a professional manner, with fairness and impartiality in all situations.
- ◆ **Empathy** - We must provide empathy and support to those in need or at risk.
- ◆ **Openness** - We must be open and work in partnership with each other to uphold our integrity.
- ◆ **Accountability** - We must be accountable for our actions.

These core values underpin the conduct, behaviour and practices expected of all employees working for the Western Australia Police.

### The Selection Process

The recruitment and selection process for each position is unique and may include differing selection methodologies depending upon the requirements of the position. Below is a general outline of what you may expect when applying for a position with WAPOL.

- Application - Your written application will give us a chance to see what you can offer us. Applicants will be 'screened' or 'short-listed' based upon your ability to demonstrate to the selection panel that you meet the work related requirements outlined in the advertisement
- Interview - Face to face interviews are usually conducted for short-listed applicants. These interviews provide an opportunity for us to meet and for you to expand on the information you gave in your written application. We are likely to ask you a few questions that are related your skills and experience or may use a range of other selection methodologies. These methodologies may include (but are not limited to) presentations or written assessments.
- Referee checks (which may be by telephone or email).



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On some occasions, depending upon the specialised nature of the position, we may request that you give a presentation or undergo a written assessment in order to further assess your skills and experience. These types of assessments may either replace or be in addition to the above selection methodologies.

Applicants will be short listed for further assessment based on their ability to meet the work related requirements and/or their overall competitiveness against other applicants. Failure to be competitive may exclude you from further consideration even if you can satisfy that you are able to meet the work related requirements at a proficient level.

To be eligible for employment in the Public Sector, applicants must be able to provide a copy of proof of residency (i.e. citizenship, permanent residence or a valid working visa). If you are on a working visa, you must provide your passport details so that your working rights in Australia can be verified. While these details will be sufficient in the application, the original document will need to be sighted prior to appointment.

**Integrity and criminal checks will be conducted on applicants for positions. A criminal record does not necessarily disqualify you.**

**You may also be required to meet a number of pre-requisites for positions of a specialist nature. These may include (but not limited to) psychological assessments, holding and maintaining a NEGATIVE VETTING clearance within 6 months of appointment, the attached job description form will outline if any of these apply. Applicants who require a NEGATIVE VETTING clearance may be required to be Australian Citizens at the time of appointment.**

**Any relocation costs associated with appointment to positions may be the responsibility of the successful applicant.**

The final selection of people for specific appointments may be based on some or all of the following:

- Relevant experience or capability in the work area of the vacancy
- Competitiveness based on the Panel's assessment against the job related requirements
- Availability
- Creating an overall team that incorporates the agencies diversity requirements.

### **How do I apply to take up this opportunity?**

The advertisement will have outlined what you are required to do in order to apply for this vacancy (refer to 'Applicant Instructions'). You will also need to submit:

- **A current, comprehensive resume** which highlights your most relevant experience. (Feel free to include unpaid or other experience which you feel may be relevant)
- **The name and contact details (including email address if possible) of at least two (2) referees** who can support the claims you have made during this application process (We do not expect each referee to be able to cover all the information you have provided – so you may like to indicate what achievements each referee can support. Please ensure that one of your referees is a recent/current line manager. If you have any concerns about us contacting these people, please let us know when you apply. The referees that you have provided may be contacted at various stages throughout the selection process)





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**Please note:** Applications should be submitted through the Jobs WA website however, if you are unable to access this service please contact Police Staff Selection & Deployment on 9260 7686 during business hours (8am to 4pm, Monday to Friday) to make alternative arrangements (eg. email, hand deliver etc).

### **Feedback and 'Breach of Standard' applications**

Applicants are generally notified of the outcome in writing via email. If you would prefer to be notified via postal delivery then you will need to notify Police Staff Selection and Deployment of this as soon as possible (prior to the forwarding of the notification email). The request can be sent to [police.staff.selection&deployment@police.wa.gov.au](mailto:police.staff.selection&deployment@police.wa.gov.au). Please ensure that you quote the vacancy title, reference number, classification and location in your email.

If you are not successful on this occasion, do not despair, at the end of our selection process you may telephone the nominated panel member stated in your letter in order to receive constructive feedback. The WA Police is keen to offer applicants feedback on their performance at the completion the selection process. The information you obtain via this feedback may be valuable to you for future job opportunities.

Included below is a link to the Public Sector Employment Standard that relates to the recruitment, selection and appointment process. If you are of the opinion that the standard has been breached, you must discuss your concerns with the Chairperson of the selection panel in the first instance. Should you wish to lodge a formal application for a review of the process, you have four (4) working days from the time an unsuccessful advice has been delivered to you in the ordinary course of email, post or personal delivery.

Should you have any questions, concerns or wish to seek further information about making a breach of standard claim, you can either view the Public Sector Commission website at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au) or send them an email to [admin@psc.wa.gov.au](mailto:admin@psc.wa.gov.au).

### **PUBLIC SECTOR STANDARDS IN HUMAN RESOURCES MANAGEMENT**

Appointments in the public sector are subject to the provisions of the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005.

The Employment Standard applies when filling a vacancy (by way of recruitment, selection, appointment, secondment transfer and temporary deployment (acting)) in the Western Australia Public Sector.

The Employment Standard requires four principles to be complied with when filling a vacancy:

#### **Merit Principle**

The Western Australia Public Sector makes employment decisions based on merit. Merit usually involves the establishment of a competitive field.

In applying the merit principle a proper assessment must take into account:

- the extent to which the person has the skills, knowledge and abilities relevant to the work related requirements and outcomes sought by the public sector body; and
- if relevant, the way in which the person carried out any previous employment or occupational duties



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### **Equity Principle**

Employment decisions are to be impartial and free from bias, nepotism and patronage.  
For secondment the employee consents.  
For transfer employment conditions are comparable.

### **Interest Principle (applies to secondments, transfers and acting)**

Decisions about an employee's secondment, transfer or acting take into account of the employee's interests and the work related requirements of the relevant public sector body.

### **Transparency Principle**

Decisions are to be transparent and capable of review.

## **Your final checklist**

**Before submitting your application, please make sure you have included...**

- Integrity check consent form (if not a current WA Police Employee)
- All relevant attachments requested in the 'Application Process' section of the advertisement

**Thank you for your time and interest. Good luck with your application!**

