

DEPARTMENT OF THE REGISTRAR, W.A. INDUSTRIAL RELATIONS COMMISSION



Thank you for your interest in applying for a job with the Department of the Registrar, WA Industrial Relations Commission.

Our primary purpose is to provide administrative support and infrastructure to the Western Australian Industrial Relations Commission. The Commission is an independent, quasi-judicial tribunal established under the Industrial Relations Act 1979 to deal with industrial matters in the State of Western Australia by conciliation or, if necessary, arbitration. The main objectives of the Commission are to prevent and settle industrial disputes

Diversity Statement

The Department of the Registrar, WA Industrial Relations Commission is an equal opportunity employer committed to workplace equity and diversity. In line with our commitment, we encourage Indigenous Australians, women, young people, people with disabilities, and people from culturally diverse backgrounds to apply.

If you are a person with a disability and require reasonable adjustments to be made in order to participate fully in the employment process, please contact the Human Resources Manager.

We want you to have the best possible chance of being a successful applicant. Here are some tips to help you achieve that goal

Firstly, to be eligible for permanent appointment to the WA Public Service, it is essential you have permanent residency status in Australia, or are a New Zealand citizen with a special category visa.

If you do not meet the permanency requirements you may still be eligible for employment opportunities but only those of a fixed term nature. In this situation you must be able to provide documentary evidence of your entitlement to live and work in Australia for the period of the fixed term contract

Application Guidelines

It is important that you read the application requirements which will be stated clearly in the advertisement.

You may be asked to submit an address to all or just some of the criteria listed on the job description form. Or you may be asked to submit a cover letter and a current CV only. Please read the advertisement for instructions about how to apply as selection panels may use different methods of assessing your suitability.

If the advertisement asks you to address the work related requirements meaning (selection criteria), this will play a very important part in the preparation and assessment of your application. To be selected for an interview, you will need to demonstrate to the panel that you meet the work related requirements that are required for this position.

To do so, make sure that you write your own experiences and provide us with a very brief description of relevant and transferable skills and abilities that are related to the position you're applying for. Your application must contain the examples from your previous job history and how that best outlined how your skills and abilities can be useful and also how it can be related to the job. It is recommended you use a formula such as the SAO approach (situation, action, and outcome) when addressing the job related requirements. Be clear and brief in your statements and provide examples to support your claims.

Want to enquire about the job?

Do not hesitate to give the contact person a call. There's one specified on the advertisement.

Want to enquire about the application or selection process?

Call Ms. Maree Hulm, Human Resource Manager, on 9420 4445

Preparing your application

Make sure that you have plenty of time to submit your application.

It is your responsibility to ensure your application is received prior to the closing date. Late application will not be accepted.

Application Form

You should complete the application form that is supplied to you. This provides us with important information about who you are and what job you are applying for.

If you would like to receive an acknowledgment slip once your application has been received, please fill in your return address on the slip on the bottom of the application form. All emailed applications will receive email acknowledgement that your application has been received.

Curriculum Vitae

A good CV should at least contain:

- Your personal details, e.g. name, address and telephone number. Please include an email address as this is the method of communication we will use with you.
- A summary of your work history, starting with your most recent position. Also, put in approximate dates and details of the tasks and responsibilities, of your past positions.
- Your education and training achievements (Copies of the certificates or awards will be requested if you reach the interview stage).
- Any other relevant activities that you have undertaken.

Referees

Please include the name, position, work address and telephone number of each referee in your CV. We may decide to contact your referees so seek their prior approval before nominating them as referees!

Where do I send my application?

Applications must be marked "Confidential – Advertised Vacancy" and sent by either:

- **Hand:**
Human Resources – Level 16, 111 St.Georges Terrace, Perth 6000 (Cnr St Georges Terrace and William Street)
- **Post:**
Human Resources – Department of the Registrar, WAIRC, Level 16, 111 St.Georges Terrace Perth 6000
- **Fax:**
Human Resources – 9420 4501
- **Email**
recruitment@wairc.wa.gov.au

Feedback

All applicants, whether granted an interview or not, can seek feedback on their application.

Four day breach claim period

The four day breach claim period for Recruitment, Selection and Appointment is in use, you will now only have 4 working days from the notification of the recruitment and selection decision to lodge a breach of standard claim.

Please include an email address on your application so that you can be notified of the outcome of the selection process without delay. You will then have four days to seek feedback about your application and to make a breach of process claim if desired.

It is important to note however that the regulations do not provide for a review to be undertaken on the basis that you consider yourself more competitive than the recommended applicant(s). A copy of the Public Sector Standards for Recruitment, Selection and Appointment will be forwarded to you by email on notification of the outcome of the process. Feedback may be obtained by request to the following email address recruitment@wairc.wa.gov.au or by phoning the person listed on the advertisement.

Thank you for your interest in job opportunities with the Department of the Registrar, W.A. Industrial Relations Commission.