



Applicant Information Kit

To find out more about the Goldfields-Esperance Development Commission visit www.gedc.wa.gov.au

The Goldfields-Esperance Development Commission (GEDC) is a Western Australian State Government Agency committed to encouraging and promoting economic and social activity in the Goldfield-Esperance region of Western Australia. The GEDC is one of nine Regional Development Commissions established under the Regional Development Commissions Act (1993).

This Commission is responsible to the Hon Terry Redman MLA, Minister for Regional Development; Lands; Minister Assisting the Minister for State Development. A Board of Management comprising of Local Government, Community Representatives and Ministerial Appointments is responsible for setting the strategic direction of the GEDC.

Our Vision

We create opportunities to build a vibrant sustainable future for our region.

Our Mission

Increase investment and attract population to our region.

Our Values

The GEDC's core values are:

Balance	We seek to balance economic, social and environmental outcomes;
Client focused	Our clients can expect consistent, timely, accurate and reliable services;
Ethical	We act with integrity, honesty and loyalty;
Partnership	We work with others to achieve common goals; and
Pro-active	We are innovative, forward thinking, resourceful and creative

Benefits of working for GEDC

The Goldfields-Esperance Development Commission offers a range of flexible working conditions and opportunities to encourage our employees to maintain a healthy work life balance:

- Flexible working hours, including part time.
- Generous leave entitlements, including
 - 13 weeks long service leave for every seven years of service
 - 14 weeks paid parental leave (after 12 months of service)
 - Personal leave, including sick and carers leave.

- Learning and development opportunities, including
 - Access to paid and non-paid study leave
 - Acting opportunities
 - Coaching and Mentoring programs
 - Professional development courses.

Applying for a job at GEDC

Thank you for your interest in the Goldfields-Esperance Development Commission and the advertised vacancy. The below information is provided for you to be aware of the requirements for your application and the selection and appointment process.

Before applying, you should feel confident that the job is one you have the necessary skills and abilities to do successfully.

About the job

To find out more about the advertised position, please refer to the advertisement and the Job Description Form (JDF). The JDF provides an outline of the role and responsibilities of the position and lists the work related requirements (Selection Criteria). These requirements are the skills, experience, knowledge and/or qualifications relevant to the role, which are considered to be essential in order to successfully perform the duties of the position.

As an applicant you **must provide sufficient information to enable the selection panel to assess your suitability against all of the essential work related requirements** (unless otherwise specified in the advertisement).

If you have any questions about the job or requirements, please phone the 'contact person' listed on the job advertisement for more details.

How to Apply

Applicants must apply online at www.jobs.wa.gov.au. Please allow yourself at least **30 minutes** to lodge your application.

When you are ready to submit your application, please ensure that you have:

- ✓ Addressed the 'work related requirements' or prepared the relevant information requested in the job advertisement. If you are unclear about what is required, contact the person nominated in the advertisement;
- ✓ Saved all documents in MS Word or PDF formats only (Please note, each attachment must not exceed 2MB); and
- ✓ Allowed sufficient time to submit your application.

Please click on the 'Apply for job' button on the top/bottom of the advertisement on the WA Jobs website and follow the steps. You will receive a unique reference number once you have submitted your application successfully. If you have difficulties in lodging your application online, please ring 08 65521887 (within business hours).

Closing date

It is your responsibility to ensure your application is submitted and accepted before the published closing time. Applications received after the closing time and date cannot be accepted

It is strongly recommended that you allow ample time to prepare and submit your application.

Commissioner's Instruction 1: Employment Standard

The GEDC undertakes all recruitment, selection and appointment processes in accordance with the Commissioner's Instruction 1: Employment Standard as outlined in the Public Sector Standards in Human Resource Management. The desired outcome of the recruitment process is that the most suitable and available person(s) are selected and appointment.

For further information relating to the standards and recruitment requirements in the public sector please visit:

www.publicsector.wa.gov.au/Services/EmployingPeople/Recruitment/Pages/Recruitment.aspx

Selection Process

The selection panel (generally consisting of three people) will meet and assess all written applications after the closing date and select a short-list of the most competitive applicants for further consideration.

The GEDC aims to attract the most competitive field possible and reserves the right to include a targeted search process for any advertised role.

The selection process for each position is unique and may include the following methodologies: written application, interviews, referee checks, or other assessments (such as presentations or psychometric testing) to find the most suitable applicant for the position.

We endeavour to complete this process as soon as possible, but on some occasions, the availability of panel members and applicants may delay this process. If you would like to check on the progress, or would like feedback on your application, please phone the contact person listed on the job advertisement.

Feedback and the Review Period

At the conclusion of the selection process you will be notified of the outcome via email and you are encouraged to seek feedback. This information may be valuable to you when you are looking for future job opportunities.

The GEDC has a four-day breach claim period. For more information, please see the [Public Sector Commission Website](#)

It is important to note that the regulations do not provide for a review of the process to be undertaken on the grounds that you consider that you were more competitive than the selected applicant(s).

What happens if my application is successful?

Once the recruitment process has been finalised and following completion of the review period, the GEDC will confirm your appointment. You will be contacted to discuss your start date and commencement in your new role.

Good luck with your application!