



Commissioner for Children and Young People Western Australia

APPLICANT INFORMATION PACK

Thank you for your interest in the advertised vacancy with the Commissioner for Children and Young People WA. It is important that you read the enclosed information as well as the job advertisement carefully when preparing your application, as this will tell you what is required and guide you through the selection process. You may also like to undertake some additional research about us by visiting our website www.cryp.wa.gov.au.

Am I eligible to apply?

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. A New Zealand citizen who enters Australia on a current New Zealand passport is granted a Special Category Visa which enables them to remain indefinitely in Australia with unrestricted work rights.

If you do not meet these requirements you may still be eligible for employment opportunities but only those of a fixed term contract 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. The Department of Immigration and Citizenship has a form available at http://www.immi.gov.au/employers/_pdf/authority.pdf which you will need to complete in order for that department to release your work rights status to our agency.

A criminal records screening clearance will be required prior to commencement. A working with children check will also be required upon commencement.

These requirements will only apply to recommended applicants so it is not necessary to take any action at the application stage. Offers of appointment will be made subject to the relevant conditions being met.

STEP 1 - GETTING STARTED

Preparing your application

You will need to address all items identified in the selection criteria as essential and also provide a comprehensive CV of your work history, achievements, skills and qualifications (where necessary). It will be the responsibility of a selection panel to assess your application to determine whether you will be selected for the next phase of the recruitment process. The panel will consider all the elements and information gathered through the recruitment process to determine the most suitable candidate.

Remember to check the closing date and time for the job you are applying for, as the onus is on the applicant to ensure it is lodged correctly with all attachments and is *received on time!*

Addressing the selection criteria (work related requirements)



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Your response to the selection criteria (work related requirements) will play an important part in the preparation and assessment of your application. To be considered for an interview, you will need to demonstrate to the panel that you meet the work related requirements for the position.

To do this, draw on your own experiences and provide a description of relevant and/or transferable skills and abilities related to the position. Your application should contain examples from your previous work history that best illustrate how your skills and abilities are related to the job. You may wish to use a formula such as the SAO approach (Situation, Action, and Outcome) when addressing the job related requirements. Be clear and concise in your statements and provide evidence to support your claims.

Your CV and referees

Your CV will need to include a description of your relevant work experience preferably starting with the most recent periods (include dates). Please include a brief description of your duties and responsibilities for each job and if possible, outline your key achievements for each role. In addition, your CV should include your education, training and other achievements. You may also like to outline any activities that you have undertaken outside of work which you feel are relevant to the job.

You will also need to provide the selection panel with at least two referees. Your referees may be contacted at any stage of the recruitment process and you will need to provide the selection panel with your referee's work address, e-mail and contact telephone number for this purpose.

It is good practice to contact your referees before you list them in your application so that you can confirm that they are available and willing to provide comments if required. It may assist your referee to know what job you are applying for, so consider giving them a copy of the Job Description Form and your written application so they can frame their comments in the context of the role.

As a general rule, selection panels prefer to contact your current or most recent supervisor. However, this is not essential if you feel that such contact would jeopardise or be detrimental to your current employment. Should this be the case, please feel free to discuss your concerns with the panel and an alternative referee can be used. If you are particularly concerned, note on your application, "Referees Available on Request" so you can be sure it will be discussed with you prior to any contact.



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Lodging your application

Applications should be lodged via www.jobs.wa.gov.au.

When you are ready to lodge your application, please check to ensure that you have completed the attached:

Application Form

Addressed the 'selection criteria'. If you are unclear about what is required, contact the person nominated in the advertisement;

Saved the application form, along with a copy of your CV, statement addressing the selection criteria and any covering letter (optional) in either **MS Word (.doc)** or PDF file formats only; and

Ensured you have *plenty of time* to submit your application and allow for system outages. **Applications close at 5:00pm** on the closing date listed in the advertisement and **no late applications** will be accepted.

You will receive an automated reply to acknowledge we have received your application. If you do not receive this automated reply please immediately contact our Executive Administration Officer on (08) 6213 2204 as there may have been a technical problem with the transmission of your application.

If you do not have access to a personal computer or the internet you can submit your application via mail marked:

Confidential Advertised Vacancy
Manager Corporate Services
Commissioner for Children and Young People WA
1 Alvan St SUBIACO WA 6008

Mailed applications **must be received by our office by 4:00pm** on the date specified in the advertisement. We strongly recommend that mailed applications are sent via registered post. No responsibility is taken for unregistered mail.

STEP 2 - THE INTERVIEW

After assessing your application, the selection panel may invite you to attend an interview. At the interview, the panel may will ask you a number of questions, respond to a case study, role play or even give a presentation. Whatever process the panel adopts, they will ensure it relates to the position requirements.



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Preparing for the interview

So that you are prepared, you are encouraged to:

- Re-read the Job Description Form and the work related requirements;
- Consider how you would undertake the duties of the position and how you might resolve any problems. Also, think of examples where you have applied relevant skills and abilities in a similar role or situation; and
- If appropriate, prepare a portfolio of your work that demonstrates your skills and abilities. For example, copies of reports or spreadsheets. Please note that copies your work will be viewed by the panel at the interview and may not be retained by the panel.

At the interview

You may find the following points useful to keep in mind when preparing for the interview:

- Be on time for the interview;
- Dress appropriately for the position for which you have applied;
- Do not assume that the panel members know about your suitability for the position, even though you may have worked with them previously;
- Take time to answer each question. Present answers clearly and concisely and where possible, relate your answer to relevant past experiences;
Remember, an interview is an exchange of information, therefore you are welcome to ask questions, or clarify information; and
Take a copy of your application to the interview.

STEP 3 - WHAT HAPPENS NEXT?

Following the interview process, the panel will consider all the information gathered to determine which applicant(s), best meet the work related requirements and the business and diversity needs of the agency. All applicants will be notified of the outcome either electronically or in hard copy.

Feedback

When applicants are notified of the outcome of the selection process, you are encouraged to telephone the contact person for feedback. This information may be valuable to you when you are looking for future job opportunities.



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Commissioner's Instruction – Employment Standard

The recruitment process should comply with the Employment Standard as outlined in the Commissioner's Instruction. The desired outcome of the recruitment process is that the most suitable and available person(s) are selected and appointed and the Employment Standard contains four principles, which must be complied with when filling a vacancy in the WA Public Sector.

Merit Principle

Agencies assessment processes must take into account the extent to which the person has the skills, knowledge and abilities relevant to the work related requirements and outcomes; and

If relevant the way in which the person carried out any previous employment or occupational duties.

Equity Principle

Employment decisions are impartial and free from bias, nepotism and patronage.

For transfers, the employment conditions are comparable.

For secondment, the employee consents.

Interest Principle (Applies to acting, secondments and transfers)

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

Transparency Principle

Decisions and outcomes are transparent and capable of review.

Breach process

At the conclusion of the selection process you will be notified of the outcome and are encouraged to seek feedback. If you are unsuccessful and are of the opinion that any of the above compliance requirements have not been met, you may lodge a formal application for a review of the process.

Information about this process will be sent to you when you are notified of the outcome of the selection and should you wish to proceed with a claim, this must be sent to:

Confidential Breach Claim

Manager Corporate Services

Commissioner for Children and Young People WA

1 Alvan St SUBIACO WA 6008

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).



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The Employment Standard covers every type of recruitment process whether it is fixed term, casual or permanent. However, if the advertised position was for less than six months, a person cannot claim unless the position was advertised with a possibility of extension beyond six months.

[Additional information](#)

For specific information about the position please contact ***the person nominated in the advertisement*** in the first instance.

All general enquires regarding recruitment can be directed to the Manager Corporate Services by telephone (08) 6213 2297 or by email info@ccyp.wa.gov.au

Applicants are strongly encouraged to lodge their applications as early as possible.

[Good luck with your application!](#)