



Dear Applicant

Thank you for your interest in working with the Economic Regulation Authority. This guideline has been provided to assist you in your application for this advertised vacancy. It is important that you read this guideline, the job description form and the job advertisement carefully before preparing your application, as this will tell you what is required and guide you through the selection process. You may also like to research our organisation by visiting our website at www.erawa.com.au.

Lodgement of Applications:

Applicants are required to visit the JobsWA website (www.jobs.wa.gov.au) to apply online. On the page you saw this position advertised, click on the **“Apply for job”** button. Once you have completed the online form, be ready to upload:

- A current resume;
- A cover letter; and
- Any other documentation in support of your application, i.e. education certificates, experience letters, etc.

A letter of acknowledgment will be sent to you following the advertising close date.

Should you require any further information regarding the application process, please contact Roshan Fernandes, Senior Human Resources Consultant, on (08) 6557 7986 or human.resources@erawa.com.au.

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

Thank you for your interest in working with the Economic Regulation Authority and I wish you all the best with your application.

Greg Watkinson
Chief Executive Officer
Economic Regulation Authority

Step 1 - Getting Started

Am I eligible to apply for this position?

To be eligible for a permanent appointment in the WA Public Service, you must have permanent residency status in Australia, or be 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.

How to apply for a position

Your application is the first step towards securing an interview and therefore should be of the highest standard possible. Whether you are shortlisted for interview depends largely on the content of your cover letter and resume.

Different agencies have different methods of assessing your suitability for the advertised position. The process you will need to follow will be outlined in the advertisement. You must be able to demonstrate that you are competitive and stand out from other applicants.

It will be the responsibility of the 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 responsibility is on the applicant to ensure your application is lodged correctly with all attachments and is received on time!

Please remember that late applications will not be accepted.

Preparing your application

Your cover letter and resume should demonstrate that your previous experience, qualifications or skills are relevant to the vacancy and will be of benefit to you in the position if you are successful.

Before adding any attachments, consider carefully whether they add value to your application and assist in demonstrating your ability to meet the selection criteria. Neat handwritten applications will be accepted however typed applications are preferred.

Application for advertised vacancy form

An online application form must be completed. All information requested in the form is to be provided.

Note that if you have a qualification from overseas it is advisable that you provide information on its status in Western Australia. (Contact the Overseas Qualification Unit within the Western Australian Development Centre for advice).

All correspondence regarding your application will be sent to the email address specified on the application form. Please ensure that you regularly check to see whether any correspondence has been delivered to the nominated address.

Resume

Your resume should provide full details of your employment history. Whilst a standard resume is useful, it is often not comprehensive enough for every vacancy you apply

for. You should attach any available information specifically relevant to the position and selection criteria.

Nominate two referees in your resume. It is desirable that one of these should be your current Supervisor or Manager, and that the other referee can provide information on your work performance.

Cover Letter

Your covering letter should provide your knowledge, skills and ability considered necessary to successfully perform the duties of the position. The work-related requirements of the role, referred to as the **Selection Criteria**, are located in the Job Description Form (JDF). You should provide examples to demonstrate your competitive ability to meet the criterion.

Closing date

Vacancies are advertised for a specific period and close at **4:00pm** on the closing date of the advertisement.

Lodging your Application

If you experience any difficulties in submitting your application please contact us before the vacancy closes.

It is your responsibility to ensure your application is lodged before the closing time.

Step 2 - The Interview

After assessing your application, the selection panel may invite those most competitive to attend an interview. Questions at the interview will be related to the selection criteria. In some circumstances, the panel may not be able to test the whole of the selection criteria through consideration of written applications and interview. You may, therefore, be assessed in other ways. For example, you may be giving a written test or be asked to provide a practical demonstration. The panel will consider referee reports when assessing your claims against the selection criteria.

Selection decisions will be made on the basis of merit, in accordance with the Public Sector Standards in Human Resource Management and legislative requirements.

Preparing for the interview

The following information is provided to assist you in your preparation if you are selected for interview:

- You may wish to ask who will be on the selection panel and what each member's job title is. This will provide you with some familiarity with the panel.
- Panels will typically comprise three people but this may vary according to the position.
- The questions asked in the interview will always relate to the selection criteria for the position, and each applicant will be asked the same questions.
- 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

At the interview

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

- Be on time and take a copy of your application to 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. Do not feel compelled to answer straight away and where possible, relate your answer to your own experiences.
- Remember, an interview is an exchange of information; therefore you are welcome to ask questions relevant to the position or the organisation, or to clarify information.

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 electronically.

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 at future job opportunities.

Public Sector Standards - Recruitment

The recruitment process should comply with the Public Sector's Recruitment, Selection and Appointment Standard. The desired outcome of the recruitment process is that the most suitable and available person(s) are selected and appointed. The minimum standard of merit, equity and probity for recruitment, selection and appointment is met if:

- A proper assessment matches a candidate's skills, knowledge and abilities with the work related requirements of the job and the outcomes sought by the public sector body, which may include diversity.
- The process is open, competitive and free from bias, unlawful discrimination, nepotism or patronage.
- Decisions are transparent and capable of review.

Breach process

At the end of the selection process applicants will be notified of the outcome. The ERA has a four (4) day breach period in which candidates can lodge a breach with the Human Resource section of the ERA if they believe that there has been a breach in the recruitment process.

NB: The Economic Regulation Authority reserves the right to withdraw the offer of employment within the review stage.