



# Graduate Program

## Applicant Pack



# WA Police Graduate Program

## Applicant Pack 2018



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### 1. Introduction

Western Australia Police (WA Police) is committed to providing an environment that values, supports and enhances our workforce and leadership capabilities. Through our Graduate Program, we are able to engage individuals with contemporary knowledge in specific fields to meet current and future service delivery needs and to contribute to our youth representation diversity profile.

The purpose of this document is to provide you with information about the 2018 Graduate Program, how to apply and what to expect in the recruitment process.

If you are a high performing graduate, who is innovative and committed to professional development, learning new skills and aspire to be one of tomorrow's leaders, we invite you to step forward and apply to be part of the 2018 Graduate Program and set yourself up for a rewarding career.





## 2. About WA Police

WA Police is the State's principal law enforcement agency, responsible for the largest single police jurisdiction in the world and services a growing population. WA Police provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

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 foundation of our values and service philosophy are six non-negotiable principles of conduct, behaviour and practices that are expected of everyone in the Western Australia Police (WA Police). These are honesty, empathy, respect, openness, fairness and accountability.

### Our values are:

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



### 3. Working Conditions and Benefits

At WA Police we're all about looking after our employees. In addition to your agreed salary, there are a range of benefits to enrich your employment experience including:

- 17.5% annual leave loading on top of normal salary
- 9.5% employer contributions to superannuation
- Salary packaging options
- Four weeks annual leave per year
- Opportunities to purchase leave
- Option to work flexible work time. In consultation with your manager, you can vary your working hours to best balance your work and personal commitments.
- Deferred salary scheme (work four years at 80% salary and take the fifth year off at 80% salary)
- Long service leave after ten years then every seven years of continuous service thereafter.

We work hard to create a safe, enjoyable workplace through minimising the risk of injury and illness and promoting positive health and wellbeing - physically, psychologically and spiritually. Some of the initiatives we offer include:

- Availability of 24/7 confidential counselling services with an independent external provider for you and your family members - (assists in resolving personal and work related issues)
- 'Peer Support Program' - to help colleagues offer support for each other in the event of personal or work-related stress
- Chaplaincy support
- Ongoing Equal Opportunity and Occupational Safety and Health training
- Health advice and wellness programs ('Fit for Life')
- Professionally equipped gymnasiums and training programs
- Active social club committees
- Employee networks.



### 4. The Graduate Officer Experience

The role of a Graduate Officer at WA Police is described in the Position Description. As a Graduate Officer, you will undertake a 12 month structured program which is focused on developing your professional skills and leadership capabilities, including tailored learning and development opportunities and participation in a number of diverse work rotations to kick start your career.

You will work in a team environment and undertake research, policy and project activities allocated during developmental work placements. As a Graduate Officer you will also experience the following benefits:

- Permanent position subject to standard probationary period.
- Tailored graduate development program offering mentoring, training and career development.
- Opportunity to work in different business units to gain diverse experience.
- Leadership development opportunities.
- Access to a wide range of stakeholder and support networks.

A key focus of the Graduate program is to develop graduates to be future leaders. Graduates will experience a number of rotational placements that will provide unique insight into the different areas across the Agency. Additionally, graduates will receive accelerated learning and development opportunities through tailored training, mentoring and networking initiatives.

WA Police Graduates will participate in the Public Sector Commission's Graduate Development Program which provides a whole-of-government perspective on the political, legislative, policy and operational environment in which government employees' work. The program also assists graduates in developing an appreciation of the complexity, importance and breadth of the public sector in WA.



### 5. Graduate Placement Options

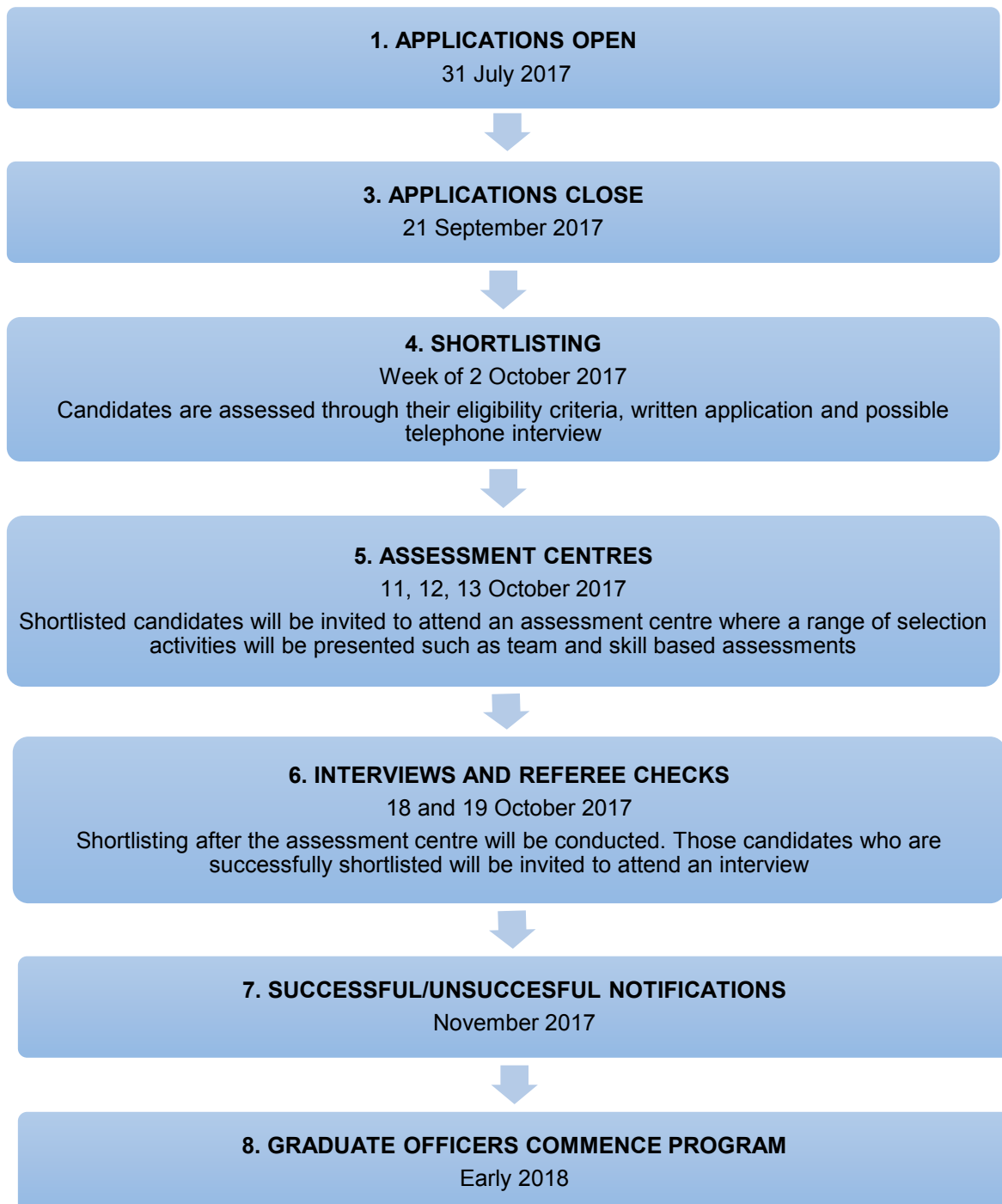
There are four Graduate Officer Positions available in 2018. Successful graduates will be placed in one of four (4) Portfolios as outlined below:

About the Portfolio	Relevant Degrees
<p><b>The Intelligence Portfolio</b> is the information and intelligence management centre for WA Police, providing for the collection, collation, analysis and dissemination of information and intelligence and includes the following areas:</p> <ul style="list-style-type: none"> <li>• Intelligence Operations</li> <li>• Intelligence Services</li> <li>• Strategy and Capability.</li> </ul>	<p>For placement in this Portfolio we are seeking graduates across the following degree streams:</p> <ul style="list-style-type: none"> <li>• Science</li> <li>• Mathematics</li> <li>• Law</li> <li>• Psychology</li> <li>• Arts (Social Justice or relevant major)</li> <li>• Criminology and Justice</li> <li>• Commerce (Economics or relevant major).</li> </ul>
<p><b>The Business Strategy and Finance Portfolio</b> is responsible for the development and implementation of organisational systems that contribute to the efficiency and effectiveness of WA Police. This includes the following services:</p> <ul style="list-style-type: none"> <li>• Strategy and Planning</li> <li>• Finance</li> <li>• Strategic Alignment &amp; Business Improvement</li> <li>• Business Intelligence &amp; Analytics</li> <li>• Project Coordination Office.</li> </ul>	<p>For placement in this Portfolio we are seeking graduates across the following degree streams:</p> <ul style="list-style-type: none"> <li>• Economics</li> <li>• Data Science</li> <li>• Mathematics</li> <li>• Statistics</li> <li>• Psychology</li> <li>• Actuarial Science.</li> </ul>
<p><b>The Policy and Legislation Portfolio</b> is responsible for the development and implementation of strategic policies and frameworks, information management and the Agency’s legislative program. This includes the following areas:</p> <ul style="list-style-type: none"> <li>• Policy Development</li> <li>• Legislative Services</li> <li>• Office of Information Management.</li> </ul>	<p>For placement in this Portfolio we are seeking graduates across the following degree streams:</p> <ul style="list-style-type: none"> <li>• Law</li> <li>• Arts</li> <li>• Social Science</li> <li>• Behavioural Science</li> <li>• Criminology</li> <li>• Justice.</li> </ul>
<p><b>The Workforce Portfolio</b> is responsible for supporting line managers in optimising the recruitment, deployment, education design and delivery, reward and well-being of employees. Workforce provides a range of services, including:</p> <ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Training, Education, Design &amp; Development</li> <li>• Strategic HR</li> <li>• Employee Relations</li> <li>• Promotions, Recruiting &amp; Deployment</li> <li>• Health &amp; Safety</li> <li>• Personnel Services.</li> </ul>	<p>For placement in this Portfolio we are seeking graduates across the following degree streams:</p> <ul style="list-style-type: none"> <li>• Education qualifications with an adult learning focus</li> <li>• Human Resources</li> <li>• Business/ Commerce with a HR major</li> <li>• Psychology.</li> </ul> <p>Applicants who have completed adult learning and development units will be highly regarded.</p>



## 6. Overview of the Recruitment Process

The diagram below provides an overview of the steps involved. Please note that the selection dates are fixed and you will need to be available on these days.







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### Application and Eligibility Requirements

Please note that you must be an Australian citizen or permanent resident at the time of application to be considered for the program. If you meet this requirement, you can access the online application form through [www.jobswa.gov.au](http://www.jobswa.gov.au) and you are required to provide all of the information and attachments below for your application to be eligible and complete:

1. A comprehensive CV that provides enough detail to allow the selection panel to assess your skills and experience relevant to the work related requirements of the role which are outlined in the Graduate Officer Position Description Form. The CV must also include the names and contact details of two (2) referees who can comment on your ability to satisfy all of the essential work related requirements.
2. A covering letter that does not exceed two (2) pages that outlines the Portfolio/s placements you are interested in applying for and why (Portfolio placement options are outlined in Section 6 above). Your letter must also address the essential work related requirements, as outlined in the Graduate Officer Position Description:
  - Possession of a relevant tertiary qualification/s. At a minimum, you must possess a three-year undergraduate degree. Applicants must have completed their university degrees prior to the commencement of the program year (within the previous 18 months).
  - Communication skills (written and verbal);
  - Analytical and problem solving skills;
  - Planning and organisational skills.
3. A copy of your official academic transcript (or evidence of your grade point average of 70% or above).
4. A completed and signed Integrity Check Consent Form.



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### Telephone Interview

If your application is shortlisted for telephone interview, you will participate in a short interview of approximately 10 minutes duration, where you will be asked questions relating to the work related requirements. You will receive notification of the telephone interview to schedule an agreed time.

### Assessment Centre

If your application is shortlisted to progress to the next stage, you will be invited attend a half-day session at an assessment centre. The WA Police assessment centre uses various activities to assess your capability against the work related requirements. With an understanding that each individual has unique strengths, our process is designed to provide you with an opportunity to demonstrate your abilities. Candidates who have been invited to attend an assessment centre will be assessed through a range of selection processes which include:

- Group activities, and
- Skills testing.

Not all candidates will progress beyond this point. If you are shortlisted after your participation in the Assessment Centre, you will be invited to attend a panel interview.

### Interview

An interview assessment is an opportunity for you to present yourself to the selection panel and showcase your skills and abilities. You will also be given an assignment to conduct an oral presentation at the interview. Information will be provided about the presentation prior to the day to allow time for preparation. You will also have an opportunity to ask any questions you may have relating to the role. Referee checks will be conducted at this stage of the process. Please ensure that the referee details you have provided in your application are current and that your referee can attest to your capabilities relating to the work related requirements.



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### **Notification and Feedback**

The responses you have provided during the selection process will be jointly assessed to determine your suitability for a Graduate Officer role at WA Police. Should your application be successful, you will be recommended as a preferred applicant and will receive a written offer of employment and placement within the 2018 Graduate Program. Successful applicants will have 5 days to provide written confirmation of their intention to accept this offer. Please note that if you are a recommended applicant, you will be placed in one of your nominated placement portfolios. Applicants who are deemed suitable but not ranked as preferred, will be placed in a pool from which appointments may be made when similar vacancies occur. Appointments may be made from this pool for a period of 12 months from the initial date of appointment. Please note that being placed in the pool does not guarantee placement in a position. All applicants who are not offered a place in the WA Police Graduate Program will be notified by e-mail and will be offered phone based feedback.



## 7. Frequently Asked Questions

### **I completed my degree overseas, can I still apply?**

If you completed your degree overseas, you will need to have it assessed by the Overseas Qualifications Unit at the Department of Training and Workforce Development for equivalency with Australian qualifications. Degrees must be assessed as being equivalent to at least a 3 year bachelor degree and verification of this assessment must be available by 1 December 2017 to make you eligible for the Graduate Program.

### **Any tips for when I prepare my written application?**

- Remember, the written application is your first opportunity to demonstrate that you meet all of the essential work related requirements.
- Start your application as early as possible, well before the deadline. If you have questions or issues on the due date, ensure you allow enough time to lodge your application on time.
- Use the STAR method to answer questions. Describe the situation (outline), the task (what you did), the action (how) and the result (outcome).

### **How can I prepare for the assessment centre and interview?**

- Always consider the work related requirements when framing your responses and don't forget to re-read your written application before attending an interview.
- While most people are nervous in this setting, the activities are not meant to be tricky or confusing. The panel wants to provide you with an opportunity to showcase your suitability to the role.
- Familiarise yourself with the position description and prepare examples of previous experience and activities that demonstrate your ability to meet the work related requirements of the role.



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### **Can I apply if I have criminal or traffic convictions?**

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

### **What happens at the end of the Graduate Program?**

Graduate Officers obtain permanent employment upon commencement and will be appointed into a suitable permanent Level 3 position at the end of the program. You will play an active role in identifying and applying for suitable positions, and will be provided with dedicated support from the Graduate Coordinator and Portfolio, as well as training. Graduate Officers can be appointed directly to Level 3 positions and are encouraged to apply for promotional positions through a merit based process.

## **8. Further Information**

Thank you for your interest in the 2018 WA Police Graduate Program. If you have any questions please contact the WA Police Graduate Coordinator.

Phone: 08 6229 5785

Email: [graduate.program@police.wa.gov.au](mailto:graduate.program@police.wa.gov.au)