

Applicant Information Pack



Thank you for your interest in working with the Office of the Auditor General for Western Australia.

The OAG is an independent agency that reports directly to Parliament on public sector accountability and performance. We are the largest and most complex audit practice in WA and are able to offer unique opportunities to our talented people.

It is important that you read the following information as well as the job advertisement carefully when preparing your application as this will tell you what is required. You might also like to undertake some additional research about our organisation by viewing our website www.audit.wa.gov.au

Are you 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.

Permanent residency is not required for fixed term contract positions. However when the advertisement indicates the possibility of extension or permanency it will be essential.

To meet the requirement for fixed term contract employment opportunities you must be able to provide evidence of your entitlement to live and work in Australia for the period of the contract.

As the Office is a public sector integrity agency, it has a unique role that requires all employees to undertake regular criminal screening as a condition of employment. The Office manages the screening process internally.

Step 1 – Getting Started

Preparing your application

As different selection panels have different methods of assessing applicants' suitability for advertised positions, the process you need to follow will be outlined in the advertisement.

You may be asked to:

- address the job related requirements
- respond to specific questions or
- submit a comprehensive résumé with a covering letter.

It is the selection panel's responsibility to assess your application to determine whether you will be shortlisted for the next phase of the recruitment process. The panel will consider all

elements of your application to determine the most competitive candidates for further assessment.

Remember to check the closing date and time for your application because it is entirely your responsibility to ensure it is lodged correctly with all attachments including any essential qualifications and *received on time!*

Government agencies cannot accept late or incomplete applications.

Addressing the work related requirements

Whether the advertisement asks you to address the job's work related requirements, selection criteria and/or specific skillset plays an important part in the preparation and assessment of your application. To be shortlisted for an interview you need to demonstrate to the panel that you meet the stated requirements of the job.

Consider the following:

- draw on your previous experiences
- provide a description of relevant and/or transferable skills and abilities
- include examples from previous roles
- demonstrate how your skills and abilities are related to this job
- be clear and concise in your statements
- provide evidence to support your claims
- ensure that your examples clearly demonstrate *your* contribution, responsibilities and outcomes.

Your résumé and referees

Your résumé (or CV) will need to include a description of your relevant work experience. Start with the most recent periods (include dates) as current or recent experience is best. Include a brief description of your duties and responsibilities for each job and if possible, outline your key achievements for each role. Your résumé should include your education, training and other achievements; and you could also outline any non-work activities that are relevant to the job or demonstrate valuable skills and experience.

You will be asked to provide the selection panel with referees who may be contacted at any stage of the recruitment process and you will need to provide your referees' email and contact telephone numbers for this purpose.

A referee report may be forwarded to your nominated referee(s) and will be used in combination with other selection tools. The referee will be asked to provide information about you as their employee, in relation to the job you're applying for.

It is good practice to contact your referees before you list them in your application so that you can confirm their availability and willingness to provide comments if required. It will assist your referee to know the 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. This isn't essential if you feel that such contact would jeopardise or be detrimental to your current employment. If this is the case, 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.

Lodging your application

Applicants are encouraged to apply online by clicking on the 'Apply for Job' button at the top and bottom of the advertisement on the jobs board (www.jobs.wa.gov.au).

When you are ready to lodge your application please check that you have actioned the following items before posting:

- ✓ Addressed the work related requirements or provided all information requested in the advertisement including evidence of essential qualifications. If you are unclear about what is required, speak to the nominated contact person
- ✓ Save a copy of your résumé, covering letter and/or statement addressing the work related requirements ready for uploading in MS Word (.doc) or PDF file formats only. We also accept common picture file formats such as JPEG and TIF/F
- ✓ Ensure you have plenty of time to submit your application and allow for system outages. The nominated closing time and date are not negotiable.

Additional information

For specifics about the position the nominated contact person is your best point of reference and source of information.

Step 2 – The Interview

After assessing your application, the selection panel may invite you to attend an interview. There is a wide range of assessment strategies that might be relevant to the job such as completing a work-based test, answering a number of questions, responding to a case study, a role play or giving a presentation. The process adopted by the panel will reflect the work related requirements.

Generally you will get the questions that will be asked prior to the interview with reasonable time to prepare your responses. This is not a test which you must complete. Take your time. Read everything through and then start dot-pointing memory joggers of your best example response.

If there is a written or technical test to be completed it should be clearly marked with details of what is required.

Whatever the interview format, you must be able to demonstrate that you are competitive and stand out from other applicants.

Preparing for the interview

We encourage you to:

- re-read the Job Description Form and work related requirements

- consider how you would undertake the duties or resolve issues in the position
- think of examples where you have applied transferable skills and abilities
- if appropriate, prepare a portfolio of your work demonstrating your skills and abilities, perhaps copies of specialist reports or complex spreadsheets.

Note that samples will probably be reviewed at the interview and not retained.

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
- don't assume that panel members know about your suitability even if you have worked with them previously
- take time to answer each question
- present answers clearly and concisely and where possible relate them to relevant past experiences
- remember that an interview is an exchange of information, you can ask questions or clarify information
- take a copy of your application and any supporting documents to the interview.

Step 3 – What happens next?

After the interview process the panel considers all information gathered through the application, interviews, any testing conducted and referee responses to determine which applicant(s) best meets the work related requirements, and the business and diversity needs of the Office.

All applicants receive formal notification of the outcome of the process. Successful applicants are contacted directly to negotiate commencement details.

Feedback is only available at the end of the process from the nominated person after the selection report is completed and endorsed by the Auditor General.

Breach process

At the end of the selection process and after notification of the outcome, applicants are encouraged to seek feedback. If you are unsuccessful and believe that any of the compliance requirements in the Commissioner's Instructions (shown below) have not been met, you can lodge a formal application for a review of the process. You will have four working days to lodge a breach of standard claim and the details for lodgement will be included in the formal notification.

Claims of breaches of standards only provide for review of the processes undertaken and not because you consider you were more competitive than the selected applicant(s).

Commissioner's Instruction – Employment Standard

The OAG's desired recruitment process outcomes are appointing the right people for the right jobs, at the right time. Our recruitment processes comply with the Employment Standard which contains four principles.

1. Merit Principle

- the extent to which the person has the skills, knowledge and abilities relevant to our advertised vacancy.

2. Equity Principle

- our decisions are impartial and free from bias, nepotism and patronage.

3. Interest Principle (applies to acting, secondments and transfers)

- for secondments, transfers and acting opportunities the employee's interests and the work related requirements are taken into account.

4. Transparency Principle

- decisions are transparent and capable of review.

The Employment Standard covers all recruitment processes whether fixed term, casual or permanent. However positions advertised for less than six months are exempt from claims unless the position was advertised with a possibility of extension beyond 6 months.

Feedback

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

Good luck with your application!