



## 2019 Graduate Program Applicant Information Pack

Would you like to contribute to the financial, economic and energy policy decisions of the State of Western Australia?

We strongly encourage you to read the information contained within the job advertisement, the Role Statement and this Information Pack to give yourself the best chance of success with your application.

### About Us

The Department of Treasury (Treasury) seeks to achieve value for money outcomes for the people of Western Australia through our inspired people expert analysis and independent advice. The Department consists of the Treasury business and the Public Utilities Office (PUO).

The Treasury business provides economic and financial management and advice to Government. This includes the formulation, implementation and monitoring throughout the year of the State Budget; economic and revenue forecasting; revenue policy advice; advice and analysis on financial arrangements with the Commonwealth; advice on infrastructure policy and planning; advice on the State's financial management framework; and management of the Public Ledger.

The PUO provides quality advice on energy policy issues, including effective and efficient regulatory frameworks; security and reliability of supply; technology trends; consumer protection; and affordability.

For further information about what we do, we encourage you to have a look at [www.treasury.wa.gov.au](http://www.treasury.wa.gov.au).

### About the Role and the Graduate Program

The Graduate Officer will carry out a range of functions over the 18 month period which will consist of three rotations through different business units in Treasury. We encourage our Graduates to be proactive and open to the multiple career opportunities available within the Department.

Graduates will be given the opportunity to build on existing skills from previous qualifications and experiences during each rotation. This will be undertaken through a work plan that encompasses research and analytical skills, verbal, interpersonal and written communication skills, ability to use initiative, teamwork and relationship building.

Roles may vary with each rotation but responsibilities are broadly described in the Role Statement. Treasury expects its Graduates to meet the capabilities outlined in the Treasury Capability Framework for Level 3 employees, in addition to possessing a relevant tertiary degree.

### How to Apply

For specific information about the position, please email Matthew Stubbs at [matthew.stubbs@treasury.wa.gov.au](mailto:matthew.stubbs@treasury.wa.gov.au)

For information about the process or lodging your application, please email [recruitment@treasury.wa.gov.au](mailto:recruitment@treasury.wa.gov.au) or [phone \(08\) 6551 2403](tel:0865512403).

### Step 1: Ensure Eligibility

Australian Citizenship or permanent residency is an essential requirement for our Graduate Program. Please ensure you have this before you apply.



## Step 2: Read the Role Statement

The role requirements are outlined in the Role Statement and provide an overview of the role, key responsibilities and Treasury's capabilities that your application will be assessed against during the process.

## Step 3: Prepare your Application

Once you have determined that you have the right qualifications, knowledge, skills and experience for the role you can start your application.

Your entire application is to be completed online through [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Please click the 'Apply for Job' button at the end of the advertisement. This will take you through a number of questions and steps. Remember to click the 'Submit' button at the end of your application and save as you go.

ACTIONS	TIPS
<p><b>Answer the Online Questions</b></p> <p>Please ensure you answer all the online questions.</p> <p>To determine your suitability for the role you will be required to answer questions to demonstrate the following three essential capabilities. It is recommended that your application clearly articulates how your qualifications, knowledge, skills and experience (university, work, volunteer, school, sporting or community organisation) address these and you should ensure you draw on previous examples to demonstrate your :</p> <ul style="list-style-type: none"> <li>• Strategy and Analysis;</li> <li>• Achieves Results; and</li> <li>• Builds Productive Relationships.</li> </ul> <p>It is recommended that each response is limited to no more than 200 words per capability.</p> <p>The following essential capabilities will be assessed during other stages of the recruitment process:</p> <ul style="list-style-type: none"> <li>• Displays Personal Drive and Integrity</li> <li>• Communicates and Influences Effectively</li> </ul> <p>As part of the assessment process, you may be invited to complete an online cognitive assessment as well as other assessments.</p>	<ul style="list-style-type: none"> <li>• Read the questions carefully and respond appropriately.</li> <li>• Ensure you have entered your Course Weighted Average, Grade Point Average or equivalent as a percentage (%). <i>Only applicants with a 70% and above average will progress further in this recruitment process.</i></li> <li>• When answering each question consider using the SAO approach: <ul style="list-style-type: none"> <li><b>SITUATION:</b> What was the situation/task?</li> <li><b>ACTION:</b> What steps did you take?</li> <li><b>OUTCOME:</b> What was the result you achieved?</li> </ul> </li> <li>• As there is a word limit, we suggest that you initially write your answers in a word document so that you can see your word count. Once you have the correct word count, copy the text into the response box provided.</li> <li>• A separate covering letter is NOT required for this process and will not be assessed during the recruitment process.</li> </ul>

ACTIONS	TIPS
<b>Attach your Curriculum Vitae</b>	
<p>Your Curriculum Vitae ('CV' or Resume) should include:</p> <ul style="list-style-type: none"> <li>• Your name, address and contact telephone number</li> <li>• Your email address (most correspondence will occur through email)</li> <li>• A comprehensive outline of your relevant work experience, volunteer work and achievements. Please include employment and volunteer work dates</li> <li>• Your qualifications and relevant training courses completed, including dates of course completion</li> <li>• The names and contact details of two referees (One should be a current or previous supervisor or an individual who can comment on your abilities).</li> </ul>	<ul style="list-style-type: none"> <li>• Your CV should be approximately 2-3 pages</li> <li>• Save your CV in one of the following formats; MS word, PDF, JPEG or GIF</li> <li>• Please note that attachments can only be up to 2MB per attachment.</li> </ul>
<b>Attach your Academic Transcript</b>	
<p>Attach a copy of your academic record that clearly shows:</p> <ul style="list-style-type: none"> <li>• Units studied</li> <li>• Grades obtained in those units</li> <li>• Overall course average</li> </ul> <p>(Note: if you have not yet completed your degree, please specify your overall course grade average to date).</p>	<ul style="list-style-type: none"> <li>• Save your Academic Transcript in one of the following formats; MS word, PDF, JPEG or GIF</li> <li>• Please note that attachments can only be up to 2MB per attachment</li> </ul>
<b>Attach evidence of Australian Citizenship or permanent residency</b>	
<p>Attach documentary evidence showing you are an Australian Citizen or have Australian permanent resident status.</p>	<ul style="list-style-type: none"> <li>• Save your documents in one of the following formats; MS word, PDF, JPEG or GIF</li> <li>• Please note that attachments can only be up to 2MB per attachment</li> </ul>

#### Step 4: Submit your Application

When you are ready to submit your application, please check to ensure that you have actioned the following items before lodging:

- ✓ Prepared the relevant information requested in the job advertisement
- ✓ Answered and saved the online questions
- ✓ Saved the necessary documents (e.g CV, Academic Transcript) 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. Attachments can only be up to 2MB per attachment.
- ✓ Ensured you have plenty of time to submit your completed application and allow for system outages. Applications close at 9:00pm (WST) on the date provided in the job advertisement

**Please note:** Under no circumstances can proforma or late applications be accepted. It is strongly recommended that you allow ample time to prepare and submit your application by the closing date and time.

## Step 5: The Graduate Selection Process

Treasury is committed to undertaking a 'proper assessment of merit' to ensure that the most suitable people are appointed. At all stages in the recruitment process the panel will be determining suitability based on a thorough assessment of the applicant's ability to meet the essential capabilities. All recruitment decisions will be transparent and capable of review. The assessment and selection process will be a staged process, and you will be advised by email at each step of the process.

1. Once applications are received, the selection panel will assess your application and determine your eligibility based on Australian Citizenship and residence and your qualifications.
2. If you are suitable, you will proceed to the next stage which will involve an online cognitive assessment. The cognitive assessment tests your abstract, numerical and verbal reasoning skills. We use this test because it has high predictive validity for employee success in the workplace. Read about the [cognitive assessments](#) on the Revelian website, ([www.revelian.com.au](http://www.revelian.com.au)).
3. The panel will then shortlist applicants based on their responses to the cognitive assessment and the responses to the capabilities in the online application. Applicants who are shortlisted will be invited for an interview which may also involve a work related exercise and additional testing.
4. References are an important part of the process and your two nominated referees may be contacted to verify your work capabilities at some time during the process. If we are unable to contact your nominated referees you will be asked to supply alternative referees. It is recommended that one of your referees be a current or previous supervisor. It is also recommended you provide your referees with a copy of the role requirements and your application. If you do not have work related referees please provide the names of other relevant individuals such as university supervisors, sporting coaches, church leaders, volunteering supervisors or other individuals who can comment on your general skills and abilities.

## Step 6: Notification to applicants

Once a decision has been made by the selection panel and the process has progressed through the necessary approval points, you will be notified the outcome of the selection process.

In most cases, if you have been unsuccessful, you will be advised by email and given the opportunity to seek feedback from the panel after the conclusion of the recruitment process. You will also receive notification of the breach process and the process by which to apply, should you believe the Employment Standard has been breached.

You will have 4 working days to apply for a [breach of standard claim](#) and will need to lodge this claim in writing stating how you believe the Employment Standard has not been applied.

Please note recommendations to positions are always subject to a breach period and your appointment will not be confirmed until the end of the 4 day breach period.

## Step 7: Successful Applicants

If you have been successful in obtaining a position at Treasury you will be notified once the breach period is closed and your appointment will be confirmed in writing. The Graduate Co-ordinator will then be in contact to discuss commencement dates and Treasury's induction process.

### Criminal Record Screening

A consent form for criminal record screening will be issued to applicants as part of the process. The results of this test may affect whether appointment is offered. In the event of a negative result, the Department will make a decision on whether appointment is granted, which will be based on the reasons for the negative result and potential future impact on the organisation. You will be notified in the event that this occurs. The information provided on the criminal record screening test will not be used for any other purpose. All information obtained will be treated with the utmost sensitivity and confidentiality and managed in accordance with the Department of Treasury's Records Retention and Disposal Schedule.

**Thank you for considering a career at Treasury!**