



Department of  
**Transport**

# Application information pack



[www.transport.wa.gov.au](http://www.transport.wa.gov.au)



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You may also like to undertake some additional research about the Department of Transport (DoT) by reviewing our corporate website at [www.transport.wa.gov.au](http://www.transport.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.

Applicants that do not meet the above requirements will only be eligible for employment opportunities of a fixed term appointment nature.

If successful, the Department will request a copy of your passport so your visa status can be confirmed.



## Our Values

Our values underpin our business and it is critical that you take the time to understand just what they represent. During the selection process, it is important you reflect how your approach to 'doing business' fits with our values.

### **We set CLEAR DIRECTION and have the courage to follow through.**

- Our formal leaders set clear direction and regularly communicate this to their teams, customers and stakeholders.
- We recognise the need and are prepared to step into informal leadership roles.
- Our leaders know when to create space for others and when to provide direction.
- We do our best to deliver what we have committed to.

### **We work together to deliver EXCELLENT SERVICE.**

- We know who our customers and stakeholders are.
- We take the time to listen to customers/stakeholders and understand their needs.
- We work effectively with others to deliver customer/stakeholder outcomes.
- We always seek to engage with the person and not just the issue.

### **We welcome FRESH THINKING and better ways of working.**

- We work together, within teams, across teams and functions and with stakeholders to solve problems and get things done.
- We take time to reflect on lessons learnt and find better ways of doing things.
- We take the time to understand and evaluate how new ideas can add value.
- We are open to new ideas and to developing them further when they add value.
- We are solution focused.

### **We make things happen through our GREAT PEOPLE.**

- We bring our passion for life to work.
- We foster the greatness in individual abilities.
- We recognise and celebrate our achievements.
- We believe in what we do.
- We nurture an environment where we can thrive.





## Step 1 - Getting started

### Preparing your application

To determine the application requirements, please refer to the work related requirements specified in the JobsWA advertisement. Most of our roles require you to submit a comprehensive curriculum vitae (CV) as well as address role specific criteria that are outlined within this section. There are also other means of assessment such as participating in a psychometric test or giving a presentation or assessment centre.

The selection panel will assess your application to determine whether you will be selected for the next stage of the recruitment process. The panel will consider all information gathered throughout the recruitment process to determine the most suitable candidates.

Remember to check the application closing date and time as the onus is on you to ensure it is lodged correctly and on time!

### Your CV

You will be required to submit a detailed CV that clearly outlines the attributes, skills and experience you have gained in relation to the selection criteria detailed in the Job Description Form (JDF).

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

### Referees

Please also include two referees. Your referees may be contacted at any stage of the recruitment process and you will need to provide your referee's work address, e-mail and contact telephone number for this purpose. Preferably include your current line manager as a referee.

### Lodging your application

To apply click the "Apply for job" button at the bottom of the advertisement on Jobs WA. You will be asked to answer some application questions and upload your CV (preferably either in MS Word or PDF formats).

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

- A covering letter (optional)
- Your CV demonstrating your relevant skills and abilities within the context of the JDF.
- A copy of your current working visa, if applicable (only for temporary roles where the visa is valid for the period of the role).

These documents should be saved in MS Word or PDF formats .doc or .pdf format (applications in other formats that cannot be opened will not be assessed). Ensure you have plenty of time to submit your application.

It is your responsibility to ensure it is received prior to the closing date. Late applications will not be accepted.

If you experience difficulties applying, please call our recruitment hotline (08) 6551 6888 or email [recruitment@transport.wa.gov.au](mailto:recruitment@transport.wa.gov.au) and leave a message quoting the position number, your name and contact details as well as advising of the problem you're encountering.



## Step 2 - Selection/Assessment Process

After assessing your application, the selection panel may invite you to attend an assessment centre.

### Preparing for Assessment Centre

The DoT Assessment Centre is a great opportunity to demonstrate your abilities in different ways, not just through an interview. You will meet with our team and learn more about the DoT and the career opportunities available.

Our assessment centres consist of an interview, group activity and overview of the DoT and roles on offer.

During the interview you will be asked questions related to the selection criteria. Take your time to answer each question and present your answers clearly and concisely and where possible relate your answer to relevant past experiences.

During the group activity you will be asked to work as a team to achieve a task. We will provide you with instructions on the day; take your time to read through carefully and work collaboratively with your team to achieve the task.

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

- Be on time.
- Re-read the JDF and bring a copy of your application.
- Consider how you would undertake the duties of the position and think of examples where you have applied relevant skills and abilities.
- Even if you have worked with members of the DoT Team previously, you need to respond with enough detail and with examples which display your suitability for the position.
- Remember that the assessment centre is an exchange of information and you are welcome to ask questions or clarify information.
- Take time to read the instructions.
- Relax and be yourself!

The Recruitment Team will provide you with further information should you be invited to attend.



## Step 3 - What happens next?

Following the assessment centre the panel will consider all the information gathered to determine which applicant(s) best meet the work related requirements.

### Feedback

You will be notified of the outcome and encouraged to seek feedback. The information received may be valuable to you when you are looking for future job opportunities.

### Breach process

If you are unsuccessful and are of the opinion that any of the process compliance requirements have not been met, you may lodge a formal application for a review of the process. You are encouraged to discuss your concerns with the contact person prior to lodging a formal application for review.

Information about this process will be sent to you when you are notified of the outcome of the selection process. Should you wish to proceed with a claim, this must be sent to the Recruitment Team, GPO Box C102, Perth, Western Australia 6839, or email [recruitment@transport.wa.gov.au](mailto:recruitment@transport.wa.gov.au) by 5.00pm on the date the Breach period closes. Claims cannot be accepted after this date.

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).

### Pre-employment checks

The DoT is very committed to our Values, integrity and ethics in the workplace. Certain positions may require the candidate to submit a current (no older than three months) National Police Clearance and/or a Working with Children's Card prior to a contract of employment being offered

### Additional information

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

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

