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|  | **Legislative Services Recruitment**  **Frequently Asked Questions** |

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| **Question 1** | **How many positions are available?** |
| **Answer** | Currently there are three newly created permanent positions available.  They are:   * Two x level 3 Research Support Officer positions; and * One x level 6 Senior Research and Legislation Officer position. |

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| **Question 2** | **Why are multiple positions being advertised?** |
| **Answer** | The Legislative Services Division is undergoing a significant transformation exercise with changes to the way Legislative Services Division works and the organisational arrangements supporting it.  This transformation has created a number of new, exciting opportunities within the Legislative Services Division.  We are looking for dynamic, highly motivated people to lead and be part of this new way of working which will be in a team-based environment with a heavy emphasis on stakeholder engagement and collaboration. |

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| **Question 3** | **Will there be other opportunities in the future?** |
| **Answer** | Potentially yes.  It is intended that this process also be used to fill other similar vacancies throughout the Division. Applicants who are identified as suitable at the completion of this process will be considered for appointment should similar vacancies should they arise in the next 12 months. |

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| **Question 4** | **What do Legislative Services do?** |
| **Answer** | The Legislative Services Division progress amendments to laws administered by the Minister of Police.  These range across a variety of areas including counter-terrorism, serious and organised crime, covert operations, firearms, illicit drugs and general criminal investigations laws.  Legislative Services also works closely with other Government agencies in progressing reforms in key areas such as family violence, bail and fines enforcement. |

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| **Question 5** | **What potential opportunities do these job offer?** |
| **Answer** | The WA Police Force employees over 2000 public servants working in a variety or corporate, operational and operational support roles.  Legislative Services works in close partnership with areas across WA Police to progress changes to the law focused on enhancing community safety whilst at the same time ensuring police officers are equipped with the laws they need to tackle crime.  The work undertaken by Legislative Services provides a very good grounding for future career development either within Legislative Services, right across WA Police Force and broader public sector.  Further details about the WA Police Force, and more specifically about the positions being advertised in Legislative Services, can be found in the Job Application Package. |

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| **Question 6** | **Where do I go to find out more about the roles?** |
| **Answer** | To find out more about the role, there are a number of places you can go.  They include:   1. Closely reading the Position Description documents attached to these positions.  You may also wish to visit the WA Police Force website <https://www.police.wa.gov.au/> to find out more about what the work that the WA Police Force does and how you could contribute. 2. Attending the optional Information Session to be held in the Perth CBD area on Thursday, 13 September 2018 from 4pm to 5pm.  If you are interested in the positions being advertised, you are strongly encouraged to attend the Information Session to find out more about the roles and the work of the Legislative Services Division generally.  Officers from that Division will be on hand to answer your questions. 3. If you have any further queries that are not addressed in the Position Description material or in the Information Session, you can contact:  * Mr Mal Penn, Assistant Director Legislative Services on 0419 948 001; or * Ms Alana Oatham, Senior Research and Legislation Officer on 6229 5507. |

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| **Question 7** | **How do I register interest for the Information Session?** |
| **Answer** | To register interest in attending the Information Session, you will need to email [Gerry.Tomekova@police.wa.gov.au](mailto:gerry.tomekova@police.wa.gov.au) by COB Wednesday, 12 September 2018.  You will then be emailed joining instructions. The session will be held in the Perth CBD. |

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| **Question 8** | **What if I can’t make the Information Session?  Can I still apply?** |
| **Answer** | Yes, absolutely.  The Information Session is entirely optional to attend and if you can’t make it, you can still apply. |

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| **Question 9** | **What is the recruitment process for this position?** |
| **Answer** | Applicants are asked to provide a copy of their current Curriculum Vitae (CV) and a written application of no more than three (3) pages addressing specific Work Related Requirements. Applications close on Monday, 24th September 2018.  Following assessment of written applications, shortlisted applicants will be invited to attend an assessment centre group activity to be held on Thursday, 4 October 2018 (times to be confirmed).  Applicants shortlisted from the group activity will be invited to attend an interview between Wednesday, 10 October – Friday, 12 October 2018. |
| **Question 10** | **When will the positions be filled?** |
| **Answer** | The panel hopes to advise applicants of the outcome by early November with successful applicants to commence as soon as practicable after that. |

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| **Question 11** | **What will happen at the group activity?** |
| **Answer** | A task will be allocated for the group to complete together within a specified timeframe. Assessors will observe the group in action noting behaviours to enable assessment at the completion of the activity. |

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| **Question 12** | **Why use a group activity?** |
| **Answer** | The ability to work with others to achieve outcomes is essential in these positions. The observation of the group activity is a behavioural based methodology that provides evidence of applicants’ personal attributes and capabilities. |

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| **Question 13** | **What should I bring to the group activity?** |
| **Answer** | Please bring photo ID (e.g. Drivers Licence) and a photocopy of the same with you for our records. |

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| **Question 14** | **Is there a dress code for the group activity?** |
| **Answer** | It is expected that you will wear appropriate smart casual attire and bring with you any items that you require to participate in the group activity e.g. reading glasses. |

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| **Question 15** | **How long is the group activity?** |
| **Answer** | The time taken may vary depending on the activity, up to a maximum of 1 hour. |

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| **Question 16** | **What if I can’t make the dates of the group activity and/or interview?** |
| **Answer** | These dates are fixed.  Applicants for the positions will need to make themselves available should they be selected to progress. |

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| **Question 17** | **Do I need** **to be a current WA Police Force employee or have any specific qualifications to apply?** |
| **Answer** | No, you do not have to be a current WA Police Force or Western Australian Public Sector employee to apply. No specific qualifications are required to apply, however, applicants should refer to the Position Description for the specific Work Related Requirements of the roles. |

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| **Question 18** | **If I have a law degree, is legal supervision available?** |
| **Answer** | No. Legislative Services does not offer any legal supervision. |

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| **Question 19** | **Do I need a National Police Clearance or Integrity Check when I apply? Is a Negative Vetting clearance required?** |
| **Answer** | No, these checks are conducted as part of the recruitment process. Negative Vetting clearance is not required for these positions. |

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| **Question 20** | **Can I still apply if I am on a visa?** |
| **Answer** | To be eligible for employment in the Public Sector, applicants must provide proof of residency (i.e. Australian Citizenship, Permanent Resident or a valid working / student visa).  This will be checked during the application process. |