



## Applicant Information

Thank you for your interest in developing a career at Main Roads Western Australia. The following information will assist you in preparing and submitting your application and guide you through our selection process.

### About Main Roads Western Australia

Main Roads is responsible for Western Australia's highways and main roads which represent almost 30% of the State's total assets. We are one of the largest geographically spread road agencies in the world, covering 2.5 million square kilometres.

Our services are delivered through the dedicated efforts of our employees who are located in ten regional offices throughout the State.

We are committed to achieving the State government's vision to provide the best opportunities for current and future generations. We contribute to this by:

- Engaging with our customers to identify their needs.
- Ensuring the road network safely links goods, people and places.
- Facilitating industrial, commercial and business development.
- Enabling efficient access to other modes of transport.
- Being a leader within the infrastructure delivery industry.
- Contributing to the economic advancement of the State and the Nation.

### Eligibility to Apply

You must be an Australian Citizen or be a permanent resident of Australia to be eligible for permanent appointment to the Western Australian Public Sector.

To be eligible for a fixed term appointment you must have documentary evidence of your entitlement to live and work in Australia for the period of the fixed term appointment.

### Preparing your Application

Before preparing your application we recommend that you contact the person nominated in the advertisement to gather more information about the role.

Generally, you will be requested to submit a comprehensive CV that demonstrates your relevant skills and abilities within the context of the Job Role Statement, and a separate document that addresses the selection criteria listed in the job advertisement.

It is important that you read the job advertisement to determine the requirements for the process and read the Job Role Statement.

The Job Role Statement provides important information about the role and responsibilities. Your consideration for interview is determined by whether you have met the selection criteria described in the Job Role Statement or as stated in the job advertisement.

## Addressing Selection Criteria

If you are required to address selection criteria, it is strongly recommended that you use the selection criteria as a heading and provide specific examples of how you have put your knowledge, skills and experience into action. The SOA method is a useful tool to assist you in addressing the selection criteria.

<b>SITUATION:</b>	What was the situation/task?
<b>ACTION:</b>	What steps did you take?
<b>OUTCOME:</b>	What was the result you achieved?

## Your Curriculum Vitae

Your Curriculum Vitae ('CV' or Resume) should include;

- Your name, address and contact telephone number.
- A summary of work history (starting with your most recent position), including dates and details of tasks/responsibilities undertaken in each position, and most importantly your achievements in each of the positions you have held.
- Your formal education history and training achievements, including current undertakings, and membership of any professional bodies.
- Your CV should be comprehensive and demonstrate your ability to meet the criteria outlined in the Job Role Statement.
- Your CV should be saved in .doc or .pdf format (applications in other formats that cannot be opened will not be assessed).

## Submitting Your Application

When you are ready to submit your application, having completed all required documentation, submit your application on-line by clicking the "Apply for Job" button shown at the bottom of the job advertisement posted on the Jobs WA government website – [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

Ensure you allow plenty of time to submit your completed application and allow for system outages. Please note that you will be asked to complete several questions when submitting your application online which can take time.

It is your responsibility to make sure your application is received by the closing date and time as stated in the advertisement. Late and/or incomplete applications will not be considered, regardless of system down time or service provider problems.

All applications must be received on-line through the Jobs WA government website [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). These documents should be saved in .doc or .pdf format (applications in other formats that cannot be opened will not be assessed).

## The Selection Process

Main Roads is committed to undertaking a proper assessment of merit to ensure that the most suitable people are appointed in accordance with the Employment Standard. All recruitment decisions will be transparent and capable of review.

A selection panel is appointment which will usually consist of three people. The selection methods used by the panel will depend on the type of job advertised. The key steps in the recruitment process are:

- The selection panel will assess all written applications received and agree on a 'shortlist' of the most competitive applicants.
- Shortlisted applicants will be assessed further. Generally an interview will be conducted, but other assessment methods may be used, such as a telephone interview, work sample test or presentation. You may also be called to a second interview.
- Referee reports will be sought. We may request referee reports from people other than those you have nominated. If this is the case we will advise you before we do this and give you an opportunity to comment on the use of that referee.
- A selection report is prepared and recommendation endorsed.
- All applicants notified.

Please be aware that recruitment processes may take up to 10 weeks to finalise.

## Notification

If you were unsuccessful, you will be notified by email and provided with contact details of a panel member who can give you feedback about your application. Please note that if you are **not** short-listed you will usually be advised of this after the recommendation is endorsed.

If you consider that the Employment Standard has not been applied you are entitled to lodge a Breach of Standard claim and you will be advised of process by which to lodge your claim. Your claim cannot be lodged on the grounds that you consider yourself more competitive than the recommended applicant, but rather it addresses your concerns that you believe the Employment Standard has not been applied.

In the event that an application for review of the process is received, Main Roads is required to have the process examined and it may be some time before the selection process is finalised.

## Successful Applicants

If you have been successful in obtaining a position with Main Roads Western Australia you will be notified once the breach period is closed to discuss a commencement date. Your appointment will be confirmed in writing, subject to you providing:

- Evidence of Australian Citizenship or permanent resident status (for permanent appointments) or a relevant Working Visa (for fixed term appointments).

And if a requirement of the position:

- Evidence of qualifications
- Drivers' Licence
- Pre-employment medical
- National Police Clearance

## Further assistance or information

If you have any questions about the information provided, or are experiencing any difficulties with your application, please contact the person nominated in the job advertisement or email

[hrjobs@mainroads.wa.gov.au](mailto:hrjobs@mainroads.wa.gov.au)