



APPLICANT PACK

KAYA AND WANDJU

Thank you for your interest in our employment opportunities at the Department of Mines, Industry Regulation and Safety.

The Department of Mines, Industry Regulation and Safety (DMIRS) acknowledges the traditional custodians of the land throughout Western Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures and to elders past and present.

In this pack you will find information about our department and the Aboriginal Employment Program (AEP). I strongly encourage you to visit our website at www.dmirs.wa.gov.au which provides detailed information about the core services we deliver to the community of Western Australia. For specific information on the AEP, you can visit www.dmirs.wa.gov.au/aep. This pack will also help you prepare and submit your application.

The AEP positions are advertised under Section 51 of the Equal Opportunity Act 1984 (WA) as a measure to increase workforce representation of Aboriginal and/or Torres Strait Islander people at the department. Therefore only Aboriginal and Torres Strait Islander applicants will be considered for these roles.

For specific job and department related enquiries or if you would like further information about the recruitment and selection process, I encourage you to speak to Jillian Collard, Aboriginal Strategy Coordinator on (08) 9222 3244.

Again, thank you for your interest in working with us and good luck with your application.

Marka Haasnoot
General Manager Human Resources

Let us tell you about our department....

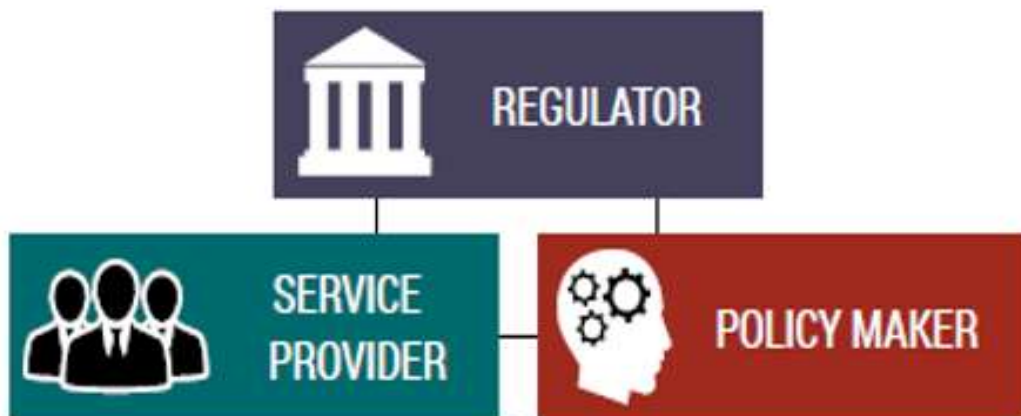
The Department of Mines, Industry Regulation and Safety works with the community to ensure high standards of safety and protection for workers and consumers, and promotes and fosters innovative industries, and enterprise.

We are a high-profile department for all the right reasons. Read the newspaper or watch the news and you will frequently see stories resulting from the activities of our employees.

OUR PURPOSE

Supporting a safe, fair and responsible future for the Western Australian community, industry and resources sector

OUR APPROACH



Our core values



Diversity at DMIRS....

The department recognises that having a diverse workforce that is inclusive is a key component to being a successful organisation. Actively promoting and pursuing inclusiveness, equity and diversity in the workforce ensures that the department has diverse perspectives, skills and experiences at the strategic and operational levels that are reflective of the Western Australian community. A diverse workforce will ultimately enhance our service delivery and help generate new ideas and insights.

Aboriginal Employment Strategy

To actively contribute to creating a diverse and inclusive workplace, DMIRS is committed to increasing the representation of Aboriginal and/or Torres Strait Islander people within the department. The Aboriginal Employment Strategy (AES) is an integral part in designing Aboriginal employment initiatives and provides a cohesive set of actions to attract, appoint and advance Aboriginal people within the department which require innovative approaches.

One of our initiatives is the Aboriginal Employment Program which provides sustainable employment outcomes for Aboriginal people.

Aboriginal Employment Program (AEP)

The Aboriginal Employment Program (AEP) is a diversity and equity initiative that sits within the department's Aboriginal Employment Strategy, Reconciliation Action Plan and the Equal Employment Opportunity and Diversity Plan. The AEP is designed to increase the department's workforce representation of Aboriginal and/or Torres Strait Islander people. Each year the department offers a number of employment opportunities at various levels through the AEP.

The AEP is a 12-month program and provides the opportunity for permanent appointment to a position upon successful completion of the program. The program commences in early January 2019.

Benefits of the program include:

- Structured training program and on the job learning.
- A job rotation opportunity to further build knowledge, skills and networks.
- Support and guidance from the Aboriginal Program Coordinator, sponsor, mentor and Aboriginal staff network (Gnalla Committee)
- Great work/life balance through flexible working arrangements
- An award-winning Health and Wellbeing program, including access to an affordable on-site gym (East Perth).
- A family-friendly work environment.
- Office locations close to public transport in the CBD, East Perth and Cannington.

Positions within the AEP are advertised under **Section 51 of the Equal Opportunity Act 1984 (WA)** as a measure to achieve equality and increase workforce representation of Aboriginal and/or Torres Strait Islander people. Therefore, only applicants who identify as Aboriginal and/or Torres Strait Islander will be considered for these positions.

Gnalla Mila, Gnalla Wangkiny (Gnalla) Committee (*Our Future, Our Say*)



The department's Aboriginal and Torres Strait Islander Employee Committee (Gnalla Committee) acts as a support network for its employees and offers strategic advice to the department on workplace and workforce matters impacting Aboriginal and Torres Strait Islander employees. Earlier this year, the newly established committee identified the following areas for focus over the next 12 months:

- Guiding the development, implementation and evaluation of the AES and the Reconciliation Action Plan (RAP).
- Championing and monitoring the AES and RAP initiatives across the department.

- Identifying issues affecting the recruitment, retention and career development of Aboriginal and Torres Strait Islander employees of DMIRS.

How to apply for an AEP position

1. Read all the job information

We strongly recommend that you read the job advertisement, job description form, this applicant pack, and visit our website.

After you have read all the information, we encourage you to speak with the contact person to learn more about the job, the work unit and the department. This information will also help you decide whether you meet the work-related requirements and if this is the job for you.

2. Eligibility

To be eligible for the AEP position at DMIRS, it is essential that you are:

- ✓ of Aboriginal and/or Torres Strait Islander descent, identify as an Aboriginal and/or Torres Strait Islander and are recognised by your community as a person who is Aboriginal and/or Torres Strait Islander.
- ✓ an Australian citizen or have permanent resident status in Australia.
- ✓ if a former WA public sector employee who has accepted a voluntary severance package, you are not eligible for appointment for the period of severance and leave payouts.

3. Preparing your application and additional information

Now it's time to start preparing your application. Please check the job advertisement carefully to confirm what is required of you. It is important that you provide whatever has been requested within the specified page limit so that the selection panel can assess whether you meet the work related requirements sufficiently to be shortlisted. You may be asked to submit a covering letter, answer specific questions, or provide a written application addressing work-related requirements, together with your current resume.

4. Submitting your application

You are required to apply online via the Government jobs board jobs.wa.gov.au. You will receive electronic confirmation when your application has been lodged. The online application form can be accessed by clicking on the 'Apply for job' button on the job advertisement page at www.jobs.wa.gov.au

Checklist - is your application complete?

Before lodging your application, please check that you have included all of the requested information:

- Application form**
- Resume**
- Additional information e.g. proof of your Aboriginal heritage**

Please make sure you have your application submitted by the closing date and time. Unfortunately, applications received after this time cannot be accepted.

REMEMBER – don't leave your application until the last minute!

What does the department do with your application?

1. Selection panel receives applications and shortlists

After the closing date, the selection panel will read your application and determine if you have met the work-related requirements and will consider if you are to be shortlisted. If you are shortlisted, you will be contacted to make arrangements for the next part of the selection process.

2. The next stage of the selection process

Congratulations! You are through to the next stage of the selection process. You may be invited for an interview or asked to complete other assessments.

Don't worry; we are not here to trick you! Interview questions and assessments will be based on the actual job and the work-related requirements and capabilities. In addition, referee checks will be undertaken to verify your ability to do the job and can sometimes be used as part of the shortlisting process. If you have any questions about this part of the process, please speak with the contact person.

Preparing for an interview

The following information may assist you in your preparation if you are selected for interview:

- You may wish to ask who will be on the selection panel and the job title of each panel member. Panels typically comprise three people, but this varies according to the position.
- Read the job description form (JDF) and your job application carefully. Focus on the work-related requirements and capabilities and think of specific examples where you have applied relevant skills, values, knowledge and/or abilities. You may also wish to think about the duties of the position, how you would perform them, what problems you are likely to encounter, and how these might be resolved.
- Ensure that your original qualifications and proof of aboriginality are available to bring to the interview for sighting.
- All positions at DMIRS require a pre-employment National Police Clearance. Please ensure that your necessary documents as requested in the email invite for interview are submitted for sighting at the time of interview.
- If you have any relevant reports or documents you have prepared which provide examples of your skills and abilities, arrange to present these at the interview.

During the interview

- Bring a copy of your job application to the interview for reference.
- Never assume that panel members know of your suitability for the position, even though you may work, or have previously worked with them.
- Ask for clarification if you do not understand a question, or if you are unsure what the panel is seeking.

- Take your time to answer each question and answer each question fully.
- Wherever possible, relate your answers to direct experiences you have had.
- Ask the panel any questions relevant to the job or the organisation when the opportunity is presented.

Referee checks

Referee checks may occur as part of the short-listing process but are used more frequently following interviews or other forms of further assessment.

Proof of Aboriginality

As part of the selection process, proof of Aboriginality will be required. You may use the form provided to confirm your Aboriginal and/or Torres Strait Islander heritage.

National Police Certificate

If you are the recommended and/or suitable applicant for a position with the department, the HR Services team will conduct a National Police Check using your pre-submitted documents prior to an offer of employment is made. There is no cost to you to undertake this check.

A previous criminal conviction or pending charges will not necessarily preclude you from employment however; the relevance and seriousness of the offence will be taken into account in assessing your suitability for employment with the department. All applicants will be treated fairly, equitably and in accordance with the principles of natural justice. Any action taken will be documented in a transparent manner, which is capable of review.

All National Police Checks and information regarding previous criminal convictions will be treated in the strictest confidence.

3. Decision time

The selection panel will make their recommendation for the delegated authority's approval based on all the information received through the various assessments undertaken. The successful person will be the person who meets the work-related requirements, who is considered to be the most suitable for the job and is available to take on the role.

4. Applicants are notified of the decision

All applicants will receive an email notifying them of the selection process outcome. The email will also contain information on how an individual can receive feedback from the panel on their application package. If you have been unsuccessful in this process, we strongly encourage you to obtain feedback from the Contact Person referred in your email. This feedback could help you improve your application, so you are more competitive in future job opportunities or provide you with some direction on other career development opportunities. So, we encourage you to call the contact person as soon as you receive your email.

The email notification will also contain important information on the department's four day breach claim period. The Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 (the Regulations), allow you to lodge a breach claim if you consider the Commissioner's Instruction: Employment Standard has been breached and

that you have been adversely affected by the breach. If you decide to lodge a claim it is recommended you seek feedback from the contact person and discuss your concerns with the HR contact person, in the first instance.

If you have changed your contact details after you have submitted your application, be sure to let the selection panel know.

5. You got the job!

If you have been recommended for the position - Congratulations! You have been selected to join the DMIRS. Welcome to what we hope will be a rewarding career for you.

What does the department offer?

Great benefits

- **Flexible working** arrangements including flexible start and finish times, part time work and job sharing, study leave and working from home options.
- **Salary package** up to 100% of your salary to pay for items such as car leases, superannuation contributions and self-education.
- **Competitive superannuation benefits** through the Government Employees Superannuation Board (better known as GESB) or your choice of Superannuation provider.
- Join our **social club** for regular social functions, quiz nights and tickets to the football.
- A work environment that supports **equal opportunity** and **diversity**.
- An **employee assistance program** for you or your immediate family to access free counselling and support services for work and personal matters.
- Partial reimbursement of **optical expenses** once you have completed 12 months' work with the department.

Generous leave options

- Four weeks annual leave per calendar year with 17.5% leave loading.
- 13 weeks long service leave every seven years of continuous service.
- Purchase up to 10 weeks additional leave per year.
- Access personal leave if you are ill, you need to care for a dependent, or have urgent unplanned matters to attend to.
- Parental leave including 14 weeks paid parental leave and options on how and when you return to work.
- Leave for cultural and ceremonial events, which are taken from your current leave entitlements.
- Two additional public service holidays per calendar year in lieu of 2nd January and Easter Tuesday.

Professional development

- A structured job rotation designed to develop your skills and abilities
- Various in-house and external professional training courses.
- Various study leave and fee reimbursement options.
- Opportunities to undertake projects and other jobs which allow you to broaden your work experience through on-the-job training.

And finally...

We wish you the best of luck in your application and thank you for choosing to work with the DMIRS. .