



Applicant Information Pack

March 2019



Our role

The Corruption and Crime Commission (the Commission) is a permanent investigative commission established in 2004 to improve continuously the integrity of, and to reduce the incidence of misconduct in, the Western Australian public sector and to assist the WA Police Force to combat and reduce the incidence of organised crime.

The Corruption, Crime and Misconduct Act 2003 (“the CCM Act”), effective from 1 July 2015, gives the Commission and the Public Sector Commission (PSC) responsibility for preventing and dealing effectively and appropriately with misconduct in the Western Australian public sector.

The new legislation focusses the efforts of the Commission on dealing with serious misconduct and corruption by public officers. The Commission also has a broader anti-corruption and misconduct focus in relation to the WA Police Force.

The PSC is responsible for minor misconduct and public sector prevention and education.

The Commission deals with allegations concerning serious misconduct. It does this by:

- assessing allegations of serious misconduct, including police misconduct, and deciding on the action to take;
- investigating serious misconduct in the public sector;
- monitoring serious misconduct investigations undertaken by public sector agencies; and
- assisting the WA Police Force to reduce the incidence of, and to prevent, misconduct amongst their members.

The Commission does not investigate every allegation of serious misconduct brought to its attention. It is intelligence-led and invests its efforts in areas where the risk of serious misconduct and corruption is greatest and where its resources are needed most. It focuses on fewer but “higher value” investigations and operational activities that target corruption and serious misconduct “hotspots”.

The Commission is also attuned to other corruption and serious misconduct issues and areas of concern that arise across the public sector so that it may respond promptly if and when required.

Working with the PSC, the Commission also has an important role in assisting Public Sector Agencies to manage their corruption and misconduct risks.

The Commission workforce

The Commission is led under the guidance of Corruption and Crime Commissioner John McKechnie, QC and Chief Executive Ray Warnes, both appointed in 2015.

The Commission has a Corporate Executive comprised of the Chief Executive and four Directors, two of whom are female and representative of a predominately female workforce.

The Commission is committed to a vibrant workforce where people are inspiring and committed to work collaboratively to achieve a corruption free public sector. Our work culture is based on trust and respect and empowers our people to act with integrity and transparency.

With a Strategic Workforce Plan in place the Commission is looking to attract and select a capable workforce with the capacity to deliver on its objectives and priorities. Employees are supported by a learning and development framework that seeks to support and enable our workforce to embrace change and increase capability.

With a highly collaborative and agile workforce of approximately 114 employees, the Commission nurtures, inspires and supports our people through strong leadership across all levels.

Eligibility for employment

We recognise that to achieve our key purpose to improve continuously the integrity of, and to reduce the incidence of misconduct in the public sector, we must recruit the right people.

The Commission employs people who place a high value on integrity and operate with a sense of community and purpose; people who want to contribute across the Commission. With this in mind, we need to ensure that we have the right people, with the right skills, both now and for the future.

To be eligible for employment at the Commission you must satisfy the following requirements.

- Be an Australian Citizen or be immediately eligible for Australian Citizenship.
- Undergo stringent security vetting to further determine suitability for employment by the Commission. (This includes assessment of your probity, financial position and any circumstances that may conflict with employment by the Commission.)
- Job related qualifications (in some circumstances).
- Employment history checks.

Employee benefits

The Corruption and Crime Commission (the Commission) strives to provide a work environment that is collegiate, flexible and focused on achieving valuable outcomes for the organisation and the community of Western Australia.

The Commission is committed to develop our workforce individually and collectively to continue to attract and retain a capable workforce to deliver on the Commission's present and future objectives. The Commission's learning and development framework details a targeted and coordinated approach to learning and development and ensures compliance obligations are met along with the required workforce capabilities for now and for the future. Extensive Learning and Development opportunities are provided to the workforce to ensure that technical and professional skills remain contemporary and meet legislative and compliance requirements. Employment at the Commission is through a merit-based selection process combined with a stringent security vetting process.

The Commission appoints employees pursuant to the CCM Act. Employment is offered on a fixed term basis for a negotiated period of up to five years. Prior to the cessation of an employee's contract there may be an option to be reappointed for a further contract, based on merit, if that role is still required. If you are a Western Australian permanent public service officer employed under Part 3 of the Public Sector Management Act 1994 immediately prior to your appointment to the Commission, you will retain the rights and entitlements of a permanent public service officer. Approximately a third of the Commission's workforce currently have 'right of return' to the public sector which they are entitled to exercise at any time during their employment at the Commission.

Key values for commission employees

1. **Integrity**
We act with care and diligence – making decisions that are honest, impartial, timely and based on all relevant information.
2. **Relationships with Others**
We treat people with courtesy, sensitivity and recognise their interests and rights.
3. **Accountability**
We use the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
4. **Leadership**
We enable and inspire others to make a difference.
5. **Teamwork**
We work collaboratively and welcome the contribution of others.

Recruitment and selection process

Your application is the first step towards securing further assessment. It will be the responsibility of the selection panel to assess your application to determine whether you will be selected for the next phase of the recruitment process. Your application will need to demonstrate that you meet the job requirements. It is important to provide information about your skills, knowledge, qualifications and previous experience. Please ensure you read the advertisement carefully and follow the specific application instructions, as the requirements may differ for each position.

Preparing your application

To ensure you have all of the information you need to prepare your application, please:

1. Download the Job Description Form (JDF) from the vacancy advertisement on the Jobs WA website.
2. Check the JDF to ensure you meet the role specific capability requirements to successfully perform the role specific responsibilities of the position.
3. Read the 'How to Apply' section in the job advertisement for specific instructions on what to submit with your application.

For more specific information regarding the position you are applying for, you are encouraged to speak with the contact person listed in the advertisement.

Your CV/resume and referees

Your CV/resume will need to include a description of your relevant work experience, preferably starting with the most recent periods (include dates). Please include a brief description of your duties and responsibilities for each job and if possible, outline your key achievements for each role. In addition, your CV/resume should include your education, training and other achievements.

You may also like to outline any activities that you have undertaken outside of your employment which you feel are relevant to the job, or demonstrate valuable skills and experience.

You will be asked to provide the selection panel with referees who may be contacted at any stage of the recruitment process and you will need to provide the selection panel with your referees' work addresses, e-mail and contact telephone numbers for this purpose. A referee report may be forwarded to your nominated referee(s) and will be used in combination with other selection tools. The referee report enables the referee to provide information about your previous work experience in relation to the job related requirements.

It is good practice to contact your referees before you list them in your application so that you can confirm that they are available and willing to provide comments if required. It will assist your referee to know what job you are applying for, so consider giving them a copy of the JDF and your written application so they can frame their comments in the context of the role.

As a general rule, selection panels prefer to contact your current or most recent line manager. However, this is not essential if you feel that such contact would jeopardise or be detrimental to your current employment. Should this be the case, please feel free to discuss your concerns with the panel and an alternative referee may be used. If you are particularly concerned, note on your application, “Referees Available on Request” so you can be sure it will be discussed with you prior to any contact.

Lodging your application

Applicants are required to apply on line by clicking on the ‘Apply for Job’ button at the top/bottom of the advertisement on the jobs board (www.jobs.wa.gov.au).

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

- Addressed the ‘role specific capability requirements’, or prepared the relevant information requested in the job advertisement. If you are unclear about what is required, contact the person nominated in the advertisement.
- Have a copy of your CV/resume, covering letter and/or statement addressing the ‘core capabilities’ ready for uploading in MS Word (.doc) or PDF file formats only.

Closing date

Please check the closing date and time for applications as late applications will not be accepted.

Please do not leave it to last minute to submit your application. The jobs board may experience slowdowns during peak times. Be aware that you will not be able to successfully submit your application after the nominated closing time, even if you are part way through the process of applying.

In some circumstances, to meet the organisation’s business needs, the Commission may continue to search to increase the pool of applicants after the closing date. If so, the closing date will be extended and applicants will be advised of the new date in order to submit a revised application. If required, the position may be re-advertised.

Methods of selection

The selection method will vary depending on the circumstances. In all selection processes, the Commission will ensure that fair and non-discriminatory consideration is given to all applicants. Applicants may wish to specify any special requirements they have in relation to the selection process, such as mobility assistance or interpretation (including signing for hearing impaired applicants). Generally, a selection panel is formed to consider applications, comprising a panel of three members. In some instances an additional panel member(s) may be required to give necessary specialist input.

Interview process

The most competitive and suitable applicants will be further assessed. This action usually includes conducting behavioural interviews. The following information may assist you if you are selected for an interview:

- where possible the recruitment panel will give you a minimum of 2 to 5 days' notice before your interview;
- interview questions will be job related, i.e. are based on the advertised position, the role specific and essential capability requirements and will focus on your past and current experiences. The same questions will be asked of every applicant interviewed;
- you will be informed prior to your interview, if not already identified in the advertisement, if any additional form of assessment will be used;
- read the JDF, your application and think of relevant examples where you have applied the relevant skills and abilities; and
- bring copies of reports or other work that can demonstrate your abilities.

You will be required to provide identification on arrival (for example, a valid driver's licence or valid passport).

If you are recommended for a position, you will be required to undergo a security vetting process before a contract of employment may be offered. Further consideration will be given to your appointment on the basis of a satisfactory security clearance.

Post-selection feedback

Applicants can request post-selection feedback from the selection panel. This discussion is aimed at providing positive assistance through constructive comments about your application and performance during the selection process. The points raised in the discussion can help you to improve your applications in the future and may highlight some training and development needs.

Right to lodge a review of the process

We aim to be fair and equitable in our recruitment decisions and match applicant's skills, knowledge and abilities with the work related requirements of the job, and the Commission workgroup, customers and the community.

The Commission's recruitment process conforms to the Western Australian Public Sector Standards in Human Resource Management. Appointments in the Western Australian Public Sector are subject to the provisions of the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005, except where an exemption has been granted by the Public Sector Commissioner.

Employment standard

Outcome

The Employment Standard applies when filling a vacancy (by way of recruitment, selection, appointment, secondment, transfer and temporary deployment (acting) in the Western Australian public sector.

The Employment Standard requires four principles to be complied with when filling a vacancy.

Merit principle

In applying the merit principle a proper assessment must take into account:

- the extent to which the person has the skills, knowledge and abilities relevant to the work related requirements and outcomes sought by the public sector body; and
- if relevant, the way in which the person carried out any previous employment or occupational duties.

Equity principle

Employment decisions are to be impartial and free from bias, nepotism and patronage.

- For secondment the employee consents.
- For transfer employment conditions are comparable.

Interest principle (applies to secondments, transfers and acting)

Decisions about an employee's secondment, transfer or acting take account of the employee's interests and the work related requirements of the relevant public sector body.

Transparency principle

Decisions are to be transparent and capable of review.

At the conclusion of the selection process you will be advised of the outcome. If you are unsuccessful and you are of the opinion that the Employment Standard has been breached, you can apply for a review of the recruitment process. It is important to note that the Regulations do not provide for a review to be undertaken on the grounds that you consider that you are more competitive than the selected applicant(s).

Before formally lodging a breach of standard claim, you should seek information about the process that took place in assessing your application. The letter advising you of the outcome of the selection process will nominate a contact person. After considering this information you can lodge your claim in writing to the People Services Branch by the date stated in your letter of notification.

Your claim must set out the grounds of your concerns and provide details of any requests for information about the process and the response provided to you by the nominated contact person. The Employment Standard can be viewed at www.publicsector.wa.gov.au.

We hope this information has been helpful and look forward to receiving your application.

Thank you for your interest in working at the Commission.

Contact the Corruption and Crime Commission

 Level 5, 45 Francis Street
Northbridge WA 6003

 General Enquiries (08) 9215 4888
Report Corruption 1800 809 000

 www.ccc.wa.gov.au

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