



# What can we offer you?

Thank you for your interest in the advertised vacancy.

The Department of Water and Environmental Regulation is committed to nurturing a diverse workforce that is reflective of our community which embraces women, people from culturally diverse backgrounds, people with disability and Aboriginal and Torres Strait Islanders. This helps ensure a sensitive approach in dealing with diverse customers, a broader input into our decision-making and more appropriate and responsive services.

At the Department of Water and Environmental Regulation we can offer you a great package including attractive remuneration, employee benefits and development opportunities.

## Attractive Remuneration

Your package will include, but will not be limited, to the following:

- ✓ Competitive gross salary
- ✓ 9.5% superannuation contribution to the fund of your choice
- ✓ 17.5% annual leave loading payable in December each year
- ✓ Access to salary packaging

## Flexible Leave Options

- ✓ **Annual leave** – 4 weeks per calendar year
- ✓ **Personal leave** – 15 days leave for a variety of personal purposes such as sick leave and carer's leave
- ✓ **Long Service Leave** – 13 weeks for every 7 years continuous service with the option to take as half pay or double pay
- ✓ **Parental leave** – up to 14 weeks paid leave
- ✓ **Purchased Leave** – Opportunity to purchase up to an additional 10 weeks leave per year
- ✓ **Repealed Public Service Holidays** – in lieu of Easter Tuesday and New Year's Day
- ✓ **Cultural and Ceremonial Leave** – May be taken from accrued entitlements
- ✓ **Blood/Plasma Donor Leave** – 2 hours paid leave per donation
- ✓ **Emergency Services Leave** – Paid Leave for volunteers of the SES, Bush Fire Brigades and Defense Force Reserves

## Great Employment Benefits

- ✓ Flexible working hours
- ✓ Flexi Days
- ✓ Part-time work/job sharing options
- ✓ A work environment that supports Equal Opportunity and Diversity
- ✓ Commitment to Occupational Safety and Health including a Wellness program
- ✓ Access to a robust social club
- ✓ Access to Corporate Health Membership
- ✓ Access to an Employee Assistance Program
- ✓ Optical subsidy up to the value of \$220

## Regional Benefits – for specified regional locations

- ✓ District Allowances
- ✓ Air-conditioning subsidies for Government properties fitted with refrigerated air-conditioning
- ✓ Additional Annual Leave
- ✓ Annual Leave Travel Concessions
- ✓ Subsidised Government Housing possibilities

## Personal and Professional Learning Opportunities

We are committed to ensuring staff have access to training and development so they can perform their roles more effectively and with confidence via:

- ✓ Work and Development Plans – agreed work-plans outlining the key results expected from you in your role.
- ✓ Professional development and supported education programs and attendance at conferences/seminars
- ✓ Expressions of interest, mobility placements and acting prospects
- ✓ Paid and unpaid study leave options
- ✓ On-the-job training
- ✓ In-house training, e-learning and leadership programs

# Eligibility Requirements

To be eligible to apply you must have the following at the time of lodging your application:

- Australian citizenship or permanent residency status in Australia for a permanent appointment to the Western Australian public sector.
- A Special Category Visa with unrestricted stay and work rights for New Zealand citizens for a permanent appointment to the Western Australian public sector.

If you do not meet the above requirements you may be eligible to apply for fixed term employment opportunities. In this circumstance, you must be able to provide evidence of your entitlement to live and work in Australia for the period of the fixed term contract.

Prior to recommendation for an appointment, the successful applicant will be asked to provide a 100 point identification check and may be required to undertake a criminal records screening dependent on the position applied for.

If a specific qualification or license is listed as a mandatory requirement for the role on the Job Description Form, appropriate documentation of your qualifications/licenses including transcripts should be attached to your online application. Offers of appointment will be made subject to the relevant conditions being met

## Step 1 - Getting Started

### Is this job for me?

**Tip:** Before applying, you should feel confident that the job is one you have the necessary skills and abilities to do successfully.

The job description form (JDF) will identify the duties of the position and the core work related requirements or selection criteria that relate to the employment opportunity. The work related requirements are a list of skills, experience, knowledge and qualifications relevant to the role, which are considered to be essential for an applicant to successfully perform the duties of the position. To further assess your suitability, it may also help to talk to the contact person named in the advertisement.

As an applicant you must provide sufficient documented information to enable the selection panel to easily assess your competitive suitability against all of the work related requirements.

You may find it useful to undertake some additional research about the Department of Water and Environmental Regulation (DWER) by reviewing our website at [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)

### Preparing your application

Different selection panels have different methods of assessing your suitability for an advertised position. The process you should adopt will be outlined in the advertisement. For example, you may have to address the work related requirements, respond to specific questions, or submit a comprehensive resume with a covering letter. Your application should demonstrate that you are competitive and stand out from other applicants.

Remember to check the closing date and time for the job you are applying for and ensure the Department receives your application in time. Late and proforma applications will not be accepted.

### Addressing the work related requirements

If the advertisement asks you to address the work related requirements (selection criteria), this will play an important part in the preparation and assessment of your application.

To do this, draw on your own experiences and provide a description of relevant and/or transferable skills and abilities related to the position. Your application should contain real examples from your previous work history that best illustrate how your skills and abilities are related to the job. Be clear and concise in your statements and outline your role in each example you provide and what the results were.

## Your Resume

Your resume will need to provide a summary of your relevant work experience, education and training. Include a brief description of your duties and responsibilities for each job and outline your key achievements for each role. You may like to outline any activities that you have undertaken outside of work which are relevant to the job.

## Referees

You will be asked to provide the name, work address, email and contact telephone number of two referees. As your referees may be contacted at any stage of the recruitment process, you are strongly encouraged to inform them that they may be contacted in relation to your application.

It may assist your referees to know what job you are applying for. It is preferable that you include your current or most recent supervisor as a referee.

## Submitting your application

- ✓ Ensure that you have completed all of the requested information on the application form (online or hard copy).
- ✓ Have you read and adhered to the instructions in the advertisement carefully?
- ✓ Have you clearly demonstrated your ability to undertake the role? It is essential that you demonstrate you meet the criteria of the advertised position.
- ✓ Please do not attach any certificates or written references with your initial online application unless it is stated in the job description form as being a mandatory requirement of the role.
- ✓ Have you nominated two (2) referees in your application?
- ✓ Our preference is to receive applications online via the [WA Government Jobs Board](#). Mailed applications must be received by 4:30pm on the closing day/date specified in the advertisement. It is recommended that mailed applications are sent via registered post as no responsibility is taken for unregistered mail. The address for hardcopy applications is:

"Confidential Advertised Vacancy"  
Workforce Services, Department of Water and Environmental Regulation  
Locked Bag 33 Cloisters Square WA 6850

Applications **must** be received by the nominated closing date and time. The department will not accept late applications. You are strongly encouraged to lodge your application as early as possible.

## Additional information

For specific information about the position please contact ***the person nominated in the advertisement*** in the first instance. If you experience difficulty lodging your application please contact the Recruitment Officer on 6364 6619.

**Good luck with your application!**

## Step 2 – The Selection Process

The Department of Water and Environmental Regulation is committed to undertaking a proper assessment of merit to ensure that the most suitable people are appointed in accordance with the Public Sector Employment Standard. All recruitment decisions will be transparent and capable of review.

A selection panel will be formed and may use a variety of methods to assess your suitability against the advertised job. The key steps in the recruitment process are:

- The selection panel assess all written applications and agree on a shortlist of the most competitive applicants.
- Shortlisted applicants are assessed further. Generally an interview is conducted, but other assessment methods may be used, such as a work sample test or presentation.
- Referee reports will be sought.
- A selection report is prepared and recommendation is endorsed.
- All applicants are notified in writing of the outcome.

## What happens next?

### Notification

At the conclusion of the recruitment process all applicants will be notified in writing of the outcome and contact details of the panel member who can provide feedback on your application. We encourage all applicants to seek feedback in order to assist with future applications.

### Breach of Standard Claim

The recruitment process should comply with the Commissioner's Instructions - Employment Standard. The desired outcome of the recruitment process is that the most suitable and available person(s) are selected and appointed. The Employment Standard contains four principles, which must be complied with when filling a vacancy in the WA Public Sector; Merit, Equity, Interest (applies to acting, secondment and transfers) and Transparency.

- Proper assessments must take into account the extent to which the person has the skills, knowledge and abilities relevant to the work related requirements and outcomes and if relevant the way in which the person carried out any previous employment or occupational duties.
- Employment decisions are impartial and free from bias, nepotism and patronage.
- For transfers, the employment conditions are comparable.
- For secondments, the employee consents.
- Decisions about an employee's acting, secondment or transfer take into account the interests and work related requirements of the relevant public sector body and the employee.
- Decisions and outcomes are transparent and capable of review.

If you are unsuccessful and are of the opinion that any of the Employment Standard principles have not been met, you may lodge a formal application for a review of the process. A Breach of Standard Claim must be lodged to the Human Resources Manager within four (4) working days from the date of outcome notifications.

A Breach of Standard Claim cannot be lodged on the grounds that you consider yourself more competitive than the recommended applicant, rather it must address your concerns that you believe the Employment Standard principles have not been applied. For more information please visit [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)