



Work with us to build a bright future for Western Australia



Who we are

At the **Department of Training and Workforce Development**, we are:

- working closely with industry, the community and Government to build a workforce that is productive, inclusive, efficient and mobile
- attracting and retaining a highly skilled and capable workforce
- ensuring all publicly funded training providers maintain excellence in the quality of training
- ensuring all publicly funded employment services maintain excellence in the quality of services.

More than ever, we need to invest in training to increase our long term productivity and ensure the skills needs of industry are met into the future.

Why work for us?

It's an exciting time to be working in Training and Workforce Development!

With the establishment of the Department, and the pursuit of reforms within the training sector, there are many opportunities for you to contribute to the future of training in Western Australia.

We invest in our people and seek to provide challenging and rewarding career opportunities for our staff, access to professional development, and a sense of working together to achieve common objectives.

We are committed to the achievement of a diverse workforce and encourage you to apply if you are Aboriginal, Torres Strait Islander, from a culturally and linguistically diverse background, are aged under 25 years or have a disability. We believe that a diverse workforce will best service the needs of a diverse community.

Writing your application

It is important that you read the job advertisement carefully. Application instructions may vary depending on the type and nature of the vacancy advertised.

You may be asked to submit a covering letter or written application and an up to date CV or résumé. Some advertisements will specify a preferred length of covering letter or application. You may be asked to address selection criteria or you may only be asked to summarise your skills and abilities relevant to the vacancy.

Research the position you are applying for. A great deal of information about the Department of Training and Workforce Development is available on our website www.dtwd.wa.gov.au Consider how your particular skills and abilities relate to the selection criteria in the context of the vacancy.

Minimise the use of pictures and graphics in attachments as these will affect the size of your application and may prevent it from being submitted electronically. The maximum size for each attachment is 2mb.

Referees

Your CV or resume should contain the contact details of two (2) recent referees from your current or a previous employer who have supervised or managed you and who are able to comment on your skills, abilities and work performance relevant to the job you are applying for. It is preferred that one of your nominated referees is your current line manager. It is recommended that you contact your referees to seek their agreement prior to nominating them. If you have nominated a referee who is a member of the vacancy selection panel then you must nominate another referee who is external to the panel. Please note referee reports from colleagues or clients are not considered appropriate referees.

Submitting your application

Your application must be submitted online via the www.jobs.wa.gov.au website, please pay particular attention to the closing date and time of the vacancy which will be specified in the advertisement in Western Standard Time (WST) as you will not be able to submit your application after this time.

Once you have successfully submitted your application online you will receive an acknowledgement email confirming receipt of your application.

Should you experience difficulties with applying online contact Human Resources for assistance on (08) 6551 5071 as soon as possible.

What happens now?

Once your application has been submitted a selection panel will meet to review and consider applications and determine the methods of selection that will be used to select the most suitable applicant.

The selection panel is responsible for determining the methods of selection which may involve one or more of the following: assessment of written applications, interviews, work-based tests or assessments, referee reports and/or other selection tools. You will be informed of the process to be followed for the vacancy you are applying for.

Once the selection panel has conducted its assessment you will be informed of the outcome of the process and be offered the opportunity to seek feedback.

Selection panels are required to assess applicants in accordance with the Commissioner's Instruction: Employment Standard. The Employment Standard requires three principles to be complied with when filling a vacancy through a merit selection process:

Merit Principle

The Western Australia Public Sector makes employment decisions based on merit. Merit usually involves the establishment of a competitive field. 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.

Transparency Principle

Decisions are to be transparent and capable of review. Unsuccessful applicants will be advised of the process to be followed if they believe that the selection panel has not complied with the Standard. The Department's breach period is four (4) days from the date of outcome notifications.

A few conditions

Eligibility to work in Australia

Recommended applicants for permanent positions must be Australian citizens, a permanent Australian resident or New Zealand citizens who hold a Special Category Visa. Recommended applicants for fixed term positions must have a valid permit to work for the entire length of the vacancy if they are not Australian citizens, or permanent residents.

Prior to an employee holding a working visa commencing they will be required to produce evidence of their visa status and consent to a visa check through the Department of Immigration and Citizenship.

Criminal screening

Successful applicants for positions with the Department will be requested to provide a National Police Certificate (less than six months old). A previous criminal conviction or pending charges will not necessarily preclude employment but will be taken into account in assessing suitability for employment with the Department.

Working with Children Check

For positions involved in child-related work, a Working with Children Check will also be required.

We look forward to receiving your application.

Visit us at: www.dtwd.wa.gov.au