



APPLICANT PACK

KAYA AND WANDJU

Thank you for your interest in working in the Department of Mines, Industry Regulation and Safety.

We acknowledge Aboriginal and Torres Strait Islander people as the Traditional Custodians of this land on which we deliver our services. We pay our respects to elders and leaders past, present and emerging.

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. This pack will help you prepare and submit your application. For specific information on the AEP, you can visit www.dmirs.wa.gov.au/aep

These positions are open only to persons who are of Aboriginal and/or Torres Strait Islander descent. Therefore, pursuant to Section 51 of the *Equal Opportunity Act 1984* (WA), 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 the Department of Mines, Industry Regulation and Safety and good luck with your application.

Rosemary Barrow
Acting General Manager Human Resources

Firstly, let us tell you about our department.....

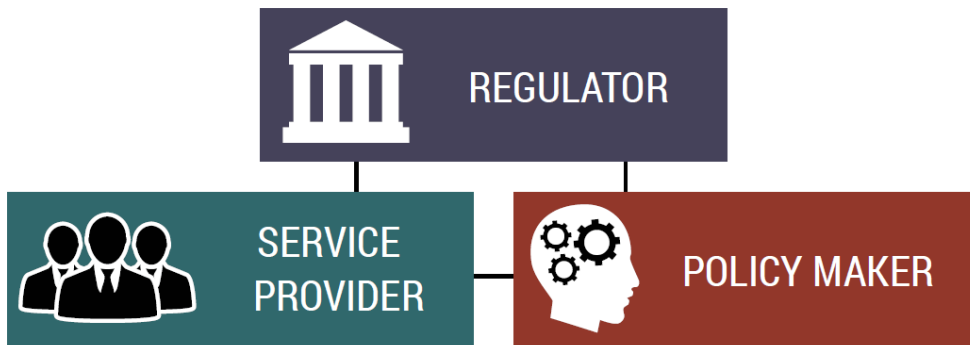
The Department of Mines, Industry Regulation and Safety works with the community to ensure high standards of safety and protection for workers and consumers, and promotes and fosters innovative industries, and enterprise.

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



Secondly 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

About the 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 supporting Aboriginal employment initiatives and provides a cohesive set of actions to attract, appoint and advance Aboriginal people within the department.

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

Aboriginal Employment Program

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 Diversity and Inclusion 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 upon successful completion of the program. The program commences in early February 2020.

Benefits of the program include:

- Structured training program and on the job learning;
- 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; and
- 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 employees, and offers strategic advice to the department on workplace and workforce matters impacting Aboriginal and Torres Strait Islander employees. The Gnalla 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

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 permanent appointment to a position in the Department of Mines, Industry Regulation and Safety, 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.
- ✓ 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.

If you are applying for a vacancy that has been advertised at more than one level, please clearly indicate in your application the level(s) at which you wish to be considered. Please follow the 'How to apply' instructions as this also makes it simpler for the selection panel to read and assess your application.

4. Submitting your application

Our preferred option is for applications to be lodged 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 above and below the job advertisement 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 submitted application 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 now?

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 the selection panel will contact you to make arrangements for the next part of the selection process.

2. 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. If you are invited for an interview, the questions are usually given to you before the interview so you have some time to prepare your response. If you are expected to deliver a presentation or undertake an assessment, this information is usually provided well in advance.

Don't worry; we are not here to trick you! Interview questions and assessments will be based on the actual job and work-related requirements. In addition, referee checks may also 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 selection panel or 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.
- 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 shortlisting 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 successful applicant for a position with the Department of Mines, Industry Regulation and Safety, you will be requested to provide a 100 point identification check and consent to undergo a National Police Check (NPC) prior to an offer of employment being made. This requirement only applies if you are suitable and recommended for a position with the department, so it is not necessary to take any action at the application stage. 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 decision based on all the information received through the various assessments undertaken. The successful person will be the person who competitively meets the work-related requirements, who is considered most suitable for the job and is available to take on the role.

All applicants will be notified of the decision in writing by email. If you change your contact details after you have submitted your application, be sure to let the selection panel know.

4. Feedback

If you have been unsuccessful in this process, we strongly encourage you to obtain feedback from the selection panel. 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 telephone the contact person as soon as you receive your email.

5. Fair and equitable recruitment processes

The Department of Mines, Industry Regulation and Safety is committed to being fair and equitable in all our recruitment processes and decisions. If you think you have not been treated fairly during the recruitment process, please visit www.publicsector.wa.gov.au to find out more information.

The breach claim period for all our advertised vacancies is four days.

6. You got the job!

Congratulations! You have been selected to join the Department of Mines, Industry Regulation and Safety. 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 at home options (subject to operational requirements).
- **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.
- 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.
- Ability to purchase up to 10 weeks additional leave per year.
- Access to 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 training program and on the job learning to develop your skills and abilities;
- Various in-house and external professional training courses;
- Various study leave and fee reimbursement options; and
- 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 Department of Mines, Industry Regulation and Safety.

