



## APPLICANT INFORMATION PACK

### About Us

As of 1 July 2017, the departments of Agriculture and Food, Fisheries, Regional Development and staff from the Regional Development Commissions amalgamated to form the Department of Primary Industries and Regional Development. This will enable us to provide a strong and unified service for Western Australia's vital primary industries and regions.

For more information about the Department, please visit our [website](#).

### Benefits of working at DPIRD

The department offers a range of flexible working conditions and opportunities to encourage our employees to maintain a healthy work life balance:

- Flexible working hours, including part time and job share options
- Generous leave entitlements, including
  - o 4 weeks annual leave (5 weeks for staff located north above the 26° south latitude)
  - o 13 weeks long service leave for every seven years of service, with the option to take as 26 weeks of leave at half pay
  - o 14 weeks paid parental leave (after 12 months of service)
  - o 2 extra public service holidays to be used each calendar year
  - o The option to purchase an additional 10 weeks leave per calendar year
  - o Personal leave, including sick and carers leave
- Learning and development opportunities, including
  - o Access to paid and non paid study leave
  - o Acting opportunities
  - o Internal workshops
  - o Professional development courses
- Salary packaging with a range of providers
- A range of allowances and entitlements for field based staff – in line with our Agency Specific Agreement
- An active social club and friendly work environment
- Health and well being program
  - o A range of events, workshops, corporate sports and morning teas

## Applying for a job

Thank you for your interest in our department and the advertised vacancy. The below information is provided for you to be aware of the requirements for your application and the selection and appointment process.

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

## Preparing your Application

To find out more about the advertised position, please refer to the advertisement and the attached Job Description Form (JDF). The JDF provides an outline of the role and responsibilities of the position and lists the work related requirements. These requirements are the skills, experience, knowledge and/or qualifications relevant to the role, which are considered to be essential in order to successfully perform the duties of the position.

You may also like to call the contact person listed in the advertisement to gain a better understanding of the position and its work related requirements.

Your application should always include a comprehensive CV, copies of any relevant qualifications, and any other detail specified in the advertisement (such as a covering letter, or response addressing the work related requirements).

TIP: Everyone who applies claims they have the skills required, so make sure you demonstrate to us that you do. You can strengthen your claims to have higher level experience, knowledge, skills and abilities in relation to each work-related requirement by giving an example or scenario that demonstrates the level of knowledge and skills you were required to use to reach a desired outcome.

Include:

W	What happened
H	How you dealt with it
O	Outcome – what was the result?

Where a position calls for qualifications as a core selection criteria, and you are unsure whether your qualification is science based and/or relevant, you are encouraged to discuss your suitability with the nominated contact person. Further clarification, however, may be obtained from an authorised skills recognition authority (e.g. the Secondary Education Authority for secondary qualifications), Education Department for tertiary qualifications, TAFE for technical qualifications or National Office of Overseas Skills Recognition for judgement.

If your qualifications were obtained from an educational institution outside Australia, an assessment of your qualifications from an authorised skills recognition authority will be required prior to commencement. It is recommended that if this requirement has not been completed that you commence action immediately as it may take up to eight (8) weeks to arrange. Any costs associated with this action are the responsibility of you as an applicant.

As an applicant you **must provide sufficient information to enable the selection panel to assess your suitability against all of the essential work related requirements** (unless otherwise specified in the advertisement).

## How to Apply

Applicants must apply online at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Please allow yourself **at least 30 minutes** to lodge your application.

When you are ready to submit your application, please ensure that you have:

A comprehensive CV, which outlines all relevant positions held, education/training undertaken, qualifications and should detail key responsibilities, tasks, outcomes and achievements;

Addressed the 'work related 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;

Saved all documents in MS Word, MS Excel or PDF formats only (Please note, each attachment must not exceed 2MB) and

Allowed sufficient time to submit your application.

Please click on the 'Apply for job' button at the top/bottom of the advertisement on the WA Jobs website and follow the steps. You will receive a unique reference number once you have submitted your application successfully.

If you have difficulties in lodging your application online, please contact **(08) 6551 7548** (within business hours).

## Closing date

It is your responsibility to ensure your application is submitted and accepted before the published closing time. Applications received after the closing time and date cannot be accepted.

***It is strongly recommended that you allow ample time to prepare and submit your application.***

## Commissioner's Instruction 1: Employment Standard

The department undertakes all recruitment, selection and appointment processes in accordance with the Commissioner's Instruction 1: Employment Standard as outlined in the Public Sector Standards in Human Resource Management. We are committed to being fair and equitable in our recruitment decisions, making sure that the most suitable and available person(s) are selected and appointed.

For further information relating to the standards and recruitment requirements in the public sector please visit: <https://publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/public-sector-standards-human-resource-management/employment-standard>

## Selection Process

The selection panel (generally consisting of three people) will meet and assess all written applications after the closing date and select a short-list of the most competitive applicants for further consideration.

The department aims to attract the most competitive field possible and reserves the right to include a targeted search process for any advertised role.

The selection process for each position is unique and may include the following methodologies: written application, interviews, referee checks, or other assessments (such as presentations, written assessment or psychometric testing) to find the most suitable applicant for the position.

We endeavour to complete this process as soon as possible, but on some occasions, the availability of panel members and applicants may delay this process. If you'd like to check on the progress, or would like feedback on your application, please phone the contact person listed on the job advertisement.

### **Feedback and the Review Period**

At the conclusion of the selection process you will be notified of the outcome via email and you are encouraged to seek feedback. This information may be valuable to you when you are looking for future job opportunities.

The department utilises a four (4) day review period whereby unsuccessful applicants may lodge a formal application for a review of the process, if they are of the opinion that the Employment Standard has been breached.

It is important to note that the regulations do not provide for a review of the process to be undertaken on the grounds that you consider that you were more competitive than the selected applicant(s).

### **What happens if my application is successful?**

Once the recruitment process has been finalised and following completion of the review period, the department will confirm your appointment. You will be contacted by **Human Resources** to discuss your start date and commencement in your new role.

**Thank you for your interest in working for the Department and good luck with your application!**