



# Job Application Kit

## Information for applicants

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Thank you for considering applying for a job with the Department of Local Government and Communities. Please take time to read through the package as it provides you with a bit of an insight into our Department and may assist in your preparation for a position with us.

## About us

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The Department of Local Government and Communities (DLGC) was formed on 1 July 2013. The Department was established through a Machinery of Government change, bringing together the Department of Local Government and the Department for Communities with the aim to improve the coordination of services to the Western Australian community.

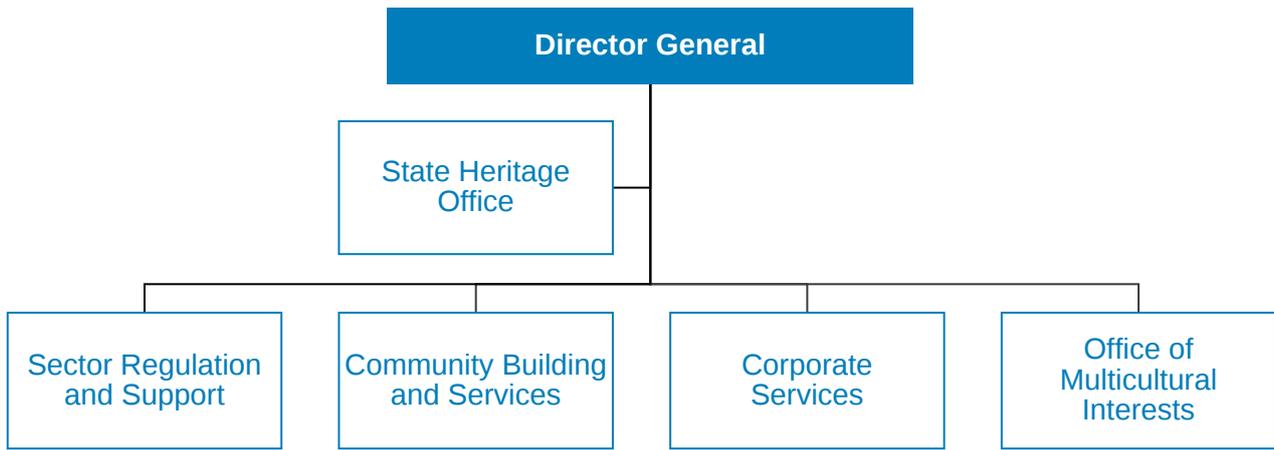
The new department will encourage better collaboration between Government agencies, not-for-profit organisations and local governments in the delivery of a wide range of community services at the local level.

For more information on the Department please visit [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

## DLGC Structure

To meet the evolving needs of the community, the DLGC recognises that its structure must remain flexible and be reviewed regularly to support its role, its strategic intentions and its programs.

The current structure of the DLGC has five (5) main operational/service-delivery Directorates, along with services provided to the State Heritage Office.



**Figure: Department of Local Government and Communities Structure**

### Eligibility to apply

To be eligible to apply for appointment to permanent positions in the Western Australian Public Sector, you must be an Australian citizen or have permanent resident status in Australia. For temporary (fixed term or casual) positions, you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.

### Benefits of working in the department

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At the Department of Local Government and Communities, we are committed to the recruitment, development and retention of a skilled workforce, and provide an adaptable organisation which is a safe, inclusive and enjoyable place in which to work.

#### Flexible work arrangements:

- As an employee of the Department, you can access a range of conditions to allow flexibility in your work and home life which include:
- 37.5 hours per week for full-time staff (38 hours per week for certain positions - refer to job advertisement);
- Flexible start and finish times;
- Flexi days;
- The opportunity to apply for job share or part-time arrangements to accommodate your interests and/or responsibilities outside of work.

### Leave options include:

- Annual Leave - entitled to 4 weeks (pro rata if you work part-time) paid annual leave per calendar year with 17.5% leave loading payable;
- Personal Leave - entitled to 15 days personal leave if you're ill, need to take care of dependents who are ill, or to attend to urgent unplanned matters;
- Long Service Leave - entitled to 13 weeks paid long service leave for every seven years continuous service (pro rata if you work part-time). Options exist to take leave at half pay;
- Purchased Leave - option to purchase up to 10 weeks additional annual leave per year;
- Paid Parental Leave - after 12 months service, entitled to 14 weeks paid parental leave for each birth or adoption of a child, where you are the primary care giver; and
- Study Leave - eligible to apply for up to 5 hours per week for study per semester if studies are work related.

### Additional pay options:

- Superannuation - an employer contribution of 9.5% of your salary into a fund of your choice;
- Salary Packaging - through approved providers, access to salary packaging arrange to reduce the amount of income tax you pay and increase the amount you take home each fortnight;
- Deferred Salary Scheme - option to reduce your pay for 4 years and receive 80% of your normal salary to fund 12 months leave in the 5th year.

### Learning and development opportunities:

The Department is committed to the continuous development of its staff through programs including:

- Access to internal workshops and external professional development events and courses;
- Temporary higher and at level opportunities in other positions in the Department;
- Access to paid and non-paid study leave.

## Wellness and social initiatives:

- Partial reimbursement of spectacles and/or optometrist consultations (subject to conditions);
- Annual flu vaccines at no cost to the employee;
- Employee Assistance Program - confidential counselling and support service to staff and their immediate family;
- Social club - offering a range of functions and events; and
- A range of other health and wellness programs are currently being developed.

## How to apply for positions

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The following information has been developed to give candidates an overview of the application and selection process within the DLGC:

### Pre-application activities

#### **Obtain the job description form**

This provides you with information vital to your application including the:

- position purpose and role accountabilities;
- mandatory qualifications; and
- capabilities, experience and knowledge.

#### **Register to apply for positions**

New users are required to register and create an account to apply for jobs online at: <http://search.jobs.wa.gov.au/hints/SetUpUserProfile.pdf>.

Please ensure you complete all the mandatory fields marked with \*. Existing users should login using existing username and password.

### Writing your application

#### **Completed Application for Vacancy form**

If you are **not** applying online, please complete the Application for Vacancy form (attached at the end of the job advertisement) and forward it with your application.

#### **Your Curriculum Vitae (Resume)**

Your CV should focus on information that is relevant to the job you are applying for, and include details of education and training (including qualifications), studies you are currently undertaking and your paid and unpaid work history.

Your CV should highlight your experience and achievements to enable the panel to make an assessment of your experience, skills and qualifications in relation to the

position, as this is an integral part in determining those applicants competitive for interview.

### **Referees**

You are asked to nominate two people who are able to confirm your abilities and who can comment on your work experience. At least one referee should be a current or recent line manager.

We recommend you check with your referee before nominating them as a contact, as they may be contacted at any time during the selection process. It is your responsibility that the referee is made aware that they have been nominated.

### **Work Related Requirements / Selection Criteria**

This is one of the key requirements for government applications. Prepare short statements outlining how you demonstrate each capability statement (requirement) listed in the job description using examples of your experience, knowledge and qualifications.

The **SAO** approach may help:

**Situation:** Where and when did you do it?

**Action:** What did you do & how did you do it?

**Outcome:** What was the result of your actions?

Please note: the selection panel may choose not to interview you if you do not demonstrate claims against the selection criteria.

### **Qualifications**

Certain positions have a requirement for the occupant to possess a specific or relevant qualification. If specified in the Job Description, please provide a **copy** of that qualification with your application as **evidence** that your qualification has been conferred.

## **Lodging your application**

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The Department will not accept late applications unless you can provide conclusive evidence of mishandling either within the Department or by Australia Post. This includes applications lodged by e-mail or via the internet.

It is the applicant's responsibility to ensure the full application is received by Human Resources before the closing time and date. Please ensure you have plenty of time to submit your application to allow for unanticipated problems.

If there is any doubt about your application being received on time, please contact Recruitment Services on (08) 6552 1590 to confirm receipt.

Applications are to be lodged as follows:

**Online:** Click on the 'Apply for Job' tab on the jobs board advert.

**(Preferred)**

- Please note the maximum file size for each attachment is 2MB.
- It is also recommended that attachments be in one of the following formats: MS Word, MS Excel, Adobe PDF, JPEG or GIF.
- Do not attach ZIP or password protected files.
- If you need assistance applying for the position online, you can contact WA Government RAMS Help Desk at 1300 733 056.

**By post:** "Confidential Advertised Vacancy"

**Recruitment Officer, Recruitment Services**

**Human Resources**

Department for Local Government and Communities

GPO Box R1250

PERTH WA 6844

**Via Email:** [recruitment@dlgc.wa.gov.au](mailto:recruitment@dlgc.wa.gov.au)

**Please note:** If you are applying for multiple vacancies, you will need to submit a separate application for each position.

## [After you have lodged your application](#)

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After the closing date for applications, the shortlisting and selection process begins. Although many applications may be received, we make every effort to ensure that the following process occurs as quickly as possible.

### [Applications are assessed](#)

Members of the selection panel will assess each application and agree on a "shortlist" of the most competitive applicants. The panel may use other tools to help them finalise this list e.g. referee checks.

## Further assessment of shortlisted applicants

The selection panel may then use a variety of methods to gather further information about the shortlisted applicants' suitability for the position.

In most cases this may be a formal structured interview with the selection panel. Other methods that may be used include:

- Feedback from your referees
- Examples of previous work
- Giving a presentation
- Work related exercise

## The Decision

When the selection process is finalised, the selection panel will prepare a report detailing the process and making a recommendation for appointment. This recommendation will take into account the work-related requirements as well as the business and diversity needs of the Department.

For advertised positions, applicants who are found suitable through the process may be considered for employment opportunities in similar positions throughout the Department for a 12 month period. This does not mean your application will be automatically considered for positions advertised in the future.

For appointment pool processes, suitable applicants will be placed in the pool for the advertised period and will be accessed to fill similar permanent and temporary vacancies across the Department.

## Outcome notification

Once the selection report and recommendation is endorsed, you will be notified of the outcome and provided contact details for the person you can speak with to get feedback regarding your application. You are encouraged to seek feedback as this will help you with future applications and interviews.

The outcome notification will also advise that you have the right to lodge a breach of Standard claim within four working days. The *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005* (the Regulations), allow you to lodge a breach claim if you consider the [Commissioner's Instruction: Employment Standard](#) has been breached and that you have been adversely affected by the breach.

A breach of Standards claim cannot be lodged on the grounds that you consider yourself more competitive than the successful candidate, but rather it addresses your concerns if you feel that the process has been breached.

Further information regarding the Commissioner's Instruction: Employment Standard and the breach claim process can be found on the Public Sector Commission's website: <http://www.publicsector.wa.gov.au>

## Further checks

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If you've been selected as the recommended applicant, there may still be further requirements prior to you being formally offered the position.

This could include confirmation that you hold all the necessary prerequisites and qualifications, the provision of a satisfactory National Police Certificate, and a Working with Children Check if the position requires child-related work to be undertaken. You will be asked for any of this and other information as soon as possible once the decision has been made as you will not be able to commence until these have been provided.

## Withdrawing your application

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If at any stage of the process you wish to withdraw your application from being considered, please contact the nominated officer in the job advertisement.

To ensure that there is transparency to the process, you will also be required to formally withdraw from the process via email.

## Further information

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Enquiries regarding advertised vacancies (and the process relating to that selection) need to be directed to the contact person named in the job advertisement.

For general information on the recruitment, selection and appointment process, please contact **Recruitment Services (Human Resources)**:

Telephone: (08) 6552 1590

By Email: [recruitment@dlgc.wa.gov.au](mailto:recruitment@dlgc.wa.gov.au)

Applications sent to this email address will not be considered.

**We wish you well in your application to join the  
Department of Local Government and Communities.**