



Government of **Western Australia**
Mental Health Commission

Mental Health Commission Applicant Information Package

Commissioner's Instruction – Employment Standard

The recruitment process will comply with the Public Sector Commission Commissioners Instruction 1 – Employment Standard. This Instruction requires agencies to meet minimum standards of merit, equity and probity when filling a vacancy, as outlined below:

- Merit Principle
 - Agencies assessment processes 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.
- Equity Principle
 - Employment decisions are impartial and free from bias, nepotism and patronage.
 - For transfers, the employment conditions are comparable.
 - For secondment, the employee consents.
- Interest Principle (Applies to acting, secondments and transfers)
 - 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.
- Transparency Principle
 - Decisions and outcomes and transparent and capable of review.

Introduction

The Mental Health Commission (MHC) is a dynamic organisation, committed to the prevention, promotion and early intervention of Alcohol, Drug and Mental Health programs. The MHC strives to establish mental health, alcohol and other drug systems that meet the needs of Western Australia's population and deliver quality outcomes for individuals and their families.

The MHC values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, national origin, social class, gender, age, religious belief, sexual identity, intersex status and mental and/or physical ability. As such, if you experience any issues with the application process, please contact Health Support Services (HSS) to discuss how the process can be modified to accommodate your requirements.

Vision

A Western Australian community that experiences minimal alcohol and other drug-related harms and optimal mental health.

Mission

To be an effective leader of alcohol, drug and mental health commissioning, providing and partnering in the delivery of person-centred and evidence-based:

- Prevention, promotion and early intervention programs;
- Treatment, services and supports; and
- Research, policy and system improvements.

Values

We value:

- Respect for individuals and culture
- Working together and supporting each other
- Involving and engaging others
- Ownership, transparency and accountability
- Fair and ethical decisions
- Improvement focus

Benefits of working for the Mental Health Commission

Employment options to support work life balance

Subject to your position, work area and Industrial/Agreement, employees may access a range of benefits including:

- Study leave/assistance
- Option to purchase additional leave
- Flexible working hours including flexible start/finish times

Additional Benefits

- A competitive, award-based salary and entitlement plus 9.5% employer contributed superannuation
- A professional working environment and culture
- Rewarding and challenging work roles
- Strong team focus, sharing and improving skills
- Leadership and professional development programs
- Experience in a broad range of clinical and non-clinical settings
- Education and training programs in specialty areas
- Opportunities for career advancement
- Extensive employee wellness program including:
 - Discounted corporate health insurance
 - Free fitness classes
 - Opportunity to attend a range of wellness workshops

To find out more about the MHC and what we have to offer, click [here](#).

Eligibility

To be eligible for permanent appointment to the WA Public Service, it is essential you have the following

- permanent residency status in Australia or,
- are a New Zealand citizen with a Special Category Visa

If you do not meet these requirements you may still be eligible for employment opportunities but only those of a fixed term contract nature. In this situation, you are required to:

- provide documentary evidence of your entitlement to live and work in Australia for the period of the fixed term contract
- complete the Department of Immigration and Citizenship form available at http://www.immi.gov.au/employers/_pdf/authority.pdf for your work rights status to be released to us, your prospective employer.

It is mandatory that all employees undergo a criminal record screening process. These requirements will usually only apply to recommended applicants so it is not necessary to take any action at the application stage. Offers of appointment will be made subject to the relevant conditions being met.

Application

Step 1 – Getting Started

Your application is the first step towards gaining an interview. It is used by the selection panel to assist in assessing your skills and abilities.

Preparing your application

We use different methods of assessing your suitability for the advertised position. The process you will need to follow will be outlined in the advertisement. There are also other means of assessment such as participating in a psychometric test or giving a presentation.

It will be the responsibility of a selection panel to assess your application to determine whether you will be selected for the next phase of the recruitment process. The panel will consider all the elements and information gathered through the recruitment process to determine the most suitable candidate.

Addressing the work related requirements

If the advertisement asks you to address the work related requirements (a statement of claims against the selection criteria), this will play an important part in the preparation and assessment of your application. To be considered for an interview, you will need to demonstrate to the panel that you meet the work related requirements for the position.

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 examples from your previous work history that best illustrate how your skills and abilities are related to the job. You may wish to use a formula such as the SAO approach (Situation, Action, and Outcome) when addressing the job related requirements. Be clear and concise in your statements and provide evidence to support your claims.

Your resume and referees

Your resume will need to include a description of your relevant work experience preferably starting with the most recent periods (include dates). Please include a brief description of your duties and responsibilities for each job and if possible, outline your key achievements for each role. In addition, your resume should include your education, training and other achievements. You may also like to outline any activities that you have undertaken outside of work which you feel are relevant to the job.

You will be asked to provide the selection panel with referees. Your referees may be contacted at any stage of the recruitment process and you will need to provide the selection panel with your referee's work address, e-mail and contact telephone number for this purpose.

It is good practice to contact your referees before you list them in your application so that you can confirm that they are available and willing to provide comments if required. It may assist your referee to know what job you are applying for, so consider giving them a copy of the Job

Description Form and your written application so they can frame their comments in the context of the role.

As a general rule, selection panels prefer to contact your current or most recent supervisor. However, this is not essential if you feel that such contact would jeopardise or be detrimental to your current employment. Should this be the case, please feel free to discuss your concerns with the panel and an alternative referee may be used. If you are particularly concerned, note on your application, "Referees Available on Request" so you can be sure it will be discussed with you prior to any contact.

Lodging your application

Submit your application online via the Western Australian Government jobs board at www.jobs.wa.gov.au. It is up to you to make sure that we receive your application before the advertised closing time.

Under no circumstances can emailed or late applications be accepted. It is strongly recommended that you allow ample time to prepare and submit your application.

When you are ready to lodge your application, please check to ensure that you have actioned the following items before emailing.

- Addressed the 'work related requirements' (selection criteria), 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;
- Completed any form/s attached to the advertisement;
- Save the form/s, along with a copy of your resume, covering letter and/or statement addressing the work related requirements ready for uploading in MS Word (.doc) or PDF file formats only. We also accept common picture file formats such as JPEG and TIF/F
- Ensure you have plenty of time to submit your application

If you experience difficulties while applying, please contact Health Support Services on 1300 367 894 (and select Option 2) for immediate assistance during business hours.

Step 2 - Shortlisting

All applications are assessed by the selection panel, against the work requirements for the vacancy and a short list of candidates is prepared. If you have been shortlisted you will be contacted by the selection panel. If you are not shortlisted/recommended for appointment you will be notified in writing, either by mail or email at the conclusion of the selection process, through an applicant advice notice.

You are encouraged to seek feedback from the nominated panel member provided in your applicant advice notice.

STEP 3 – The Interview

After assessing your application, the selection panel may invite you to attend an interview. At the interview, the panel may ask you a number of questions, respond to a case study, role play or give a presentation. Whatever process the panel adopts, they will ensure it relates to the position requirements.

So that you are prepared, you are encouraged to:

- Re-read the Job Description Form and the work related requirements;
- Consider how you would undertake the duties of the position and how you might resolve any problems. Also, think of examples where you have applied relevant skills and abilities in a similar role or situation; and
- If appropriate, prepare a portfolio of your work that demonstrates your skills and abilities. For example, copies of reports or spreadsheets. Please note that copies of your work may be viewed by the panel at the interview and may not be retained by the panel.

In addition to the above, you may find the following points useful/helpful:

- Be on time for the interview;
- Do not assume that the panel members know about your suitability for the position, (even if you have worked with them previously);
- Take time to answer each question. Present answers clearly and concisely and where possible, relate your answer to relevant past experiences;
- Remember, an interview is an exchange of information, therefore you are welcome to ask questions, or clarify information; and
- Take a copy of your application to the interview.

Step 4 – The Decision

Following the interview process, the panel will consider all the information gathered to determine which applicant(s), best meet the work related requirements and the business and diversity needs of the MHC. All applicants will be notified of the outcome either electronically.

Feedback

When applicants are notified of the outcome of the selection process, you are encouraged to telephone the nominated panel member provided in your applicant advice notice. This information may be valuable to you when you are looking for future job opportunities.

Breach process

At the conclusion of the selection process you will be notified of the outcome and are encouraged to seek feedback. If you are unsuccessful and are of the opinion that any of the employment standards outlined in the Commissioner's Instruction have not been met, you may lodge a formal application for a review of the process.

Information about this process will be sent to you when you are notified of the outcome of the selection and should you wish to proceed with a claim, this must be sent to the Health Support Services who provide recruitment services to the MHC.

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).

The Employment Standard covers every type of recruitment process whether it is fixed term, casual or permanent. However, if the advertised position was for less than six months, a person cannot claim unless the position was advertised with a possibility of extension beyond six months.

Additional information

For specific information about the position please contact the person nominated in the advertisement in the first instance.

Applicants are strongly encouraged to lodge their applications as early as possible.