

APPLICANT INFORMATION PACK

About Us

In July 2017 the new Department of Primary Industries and Regional Development was formed as part of the Western Australian Government's Machinery of Government changes. This has provided a unique opportunity to fully integrate the former departments of Agriculture and Food; Fisheries; and Regional Development, together with the staff from our State's nine Regional Development Commissions.

For more information about the Department, please visit our website: www.dpird.wa.gov.au

We are an equal opportunity employer, committed to the principles of equity and diversity. We actively recruit, employ and support women, people with disabilities and people from culturally diverse backgrounds. We have a number of women in senior management positions and working in the field as Fisheries and Marine Officers.

The recruitment process

Given the volume of applications received for Fisheries and Marine Officer positions and the extensive selection process undertaken (which generally takes two to four months to complete), it is not cost effective to advertise each and every vacancy as they arise. Instead, we conduct the selection process every two or more years, with suitable persons appointed to a recruitment pool. Over the next 2 years, persons in that "pool" may be offered a Fisheries and Marine Officer position, as they become available.

Candidates in a recruitment pool are NOT deemed to be employees of the Department until such time as they are offered and accept a fixed term contract or permanent appointment to a specific vacancy. Appointment to a pool carries no guarantee of future employment.

There are many stages involved in selecting the most suitable people for Fisheries and Marine Officer positions. The assessment process is summarised below

1.	Applications are received on-line and assessed by the selection panel.
2.	Shortlisted applicants undergo on-line psychological profiling and cognitive assessments.
3.	Shortlisted applicants attend a first round interview which will generally be held in the Perth metropolitan area. Successful regional or inter-state based applicants may be interviewed by video conference call.

<p>Note: Applicants that are shortlisted for the remaining stages are required to attend in person (in the Perth metropolitan area) and are responsible for covering any travel and accommodation costs that are incurred;</p>	
5.	Shortlisted applicants attend a behavioural interview
6.	Shortlisted applicants undergo medical, fitness and swim assessments
7.	Shortlisted applicants participate in an assessment centre which will include practical exercises, job simulations and role-plays
8.	References checks are undertaken
9.	A final list of recommended candidates is compiled, proposed and endorsed
10.	Applicants are advised whether they were successful for placement in the pool
11.	Period for lodgement of review of process in accordance with the Public Sector Standards
12.	Appointments made from the pool and training commences

Short-listed applicants will be required to provide an Australian Federal Police clearance prior to appointment, so that the Department can ensure there is no criminal conviction that may preclude the individual from appointment.

Physical testing

To ensure future employees have the capacity to meet the physical requirements outlined above, all potential Fisheries and Marine Officers must participate in pre-appointment medical tests and physical fitness assessments.

These assessments are required to ascertain whether individuals have any prior injuries or conditions that may pose an occupational safety and health risk to them or their colleagues in the future.

The tests are designed to measure a future employee's physical fitness level so that we can understand that person's ability to operate in adverse working conditions.

The pre-appointment medical assessment involves the applicant participating in a full examination, carried out by a qualified medical practitioner. The medical examination also includes an eyesight test and colour vision (ISHIHARA) test to ensure potential employees meet marine safety qualification requirements. The examination results are included in the selection process.

We also require prospective employees to undertake a swimming assessment to ascertain their physical capabilities in the marine environment. The assessment ensures that Fisheries and Marine Officers have the ability to rescue their colleagues or members of the public from the water and survive in the water themselves, in the event of a marine incident.

The physical fitness assessment of all potential Fisheries and Marine Officers is undertaken prior to employment and includes:

- Standing broad jump
- Body composition
- Multi-stage fitness test (Shuttle run/Beep Test)

The swimming assessment includes:

- Swimming 400 metres freestyle in less than 12 minutes (without fins);
- Diving to three metres and raising to the surface a weight of 1.5 kilograms and holding to the surface for two minutes;
- Treading water for 15 minutes, with your hands (not arms) removed from the water for the last two minutes;
- Diving to 5 metres (or deepest available equivalent) with the aid of mask and fins, retrieving an object from the bottom, swimming across the bottom with the object for five metres, depositing the object and returning to the surface; and
- Towing an inert person for 100 metres with the aid of fins in less than four minutes (inert person is to provide absolutely no assistance).

Having noted all these points, applicants and their partners should carefully consider the decision to proceed with an application for a Fisheries and Marine Officer position.

Recruitment Principles

We are committed to being fair and equitable in our recruitment decisions, making sure that the most suitable and available people are selected and appointed. We follow four key principles in our recruitment 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 Department; 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.

Interest Principle (applies to secondments, transfers and acting) Decisions about an employee's secondment, transfer or acting take account of the employee's interests and the work-related requirements of the relevant public sector body.

- For secondments, the employee consents.
- For transfers, employment conditions are comparable.

Transparency Principle Decisions are to be transparent and capable of review.

Preparing your application

Please read the job advertisement carefully to determine the appropriate format and content for your application and ensure you follow the application instructions outlined in the advertisement.

Before you start your application, you should read the Job Description form (JDF) and the information document 'Becoming a Fisheries and Marine Officer' thoroughly to gain a better understanding of the position and its work-related requirements.

Your application **must be submitted online electronically via www.jobs.wa.gov.au** and should include the following:

1. A comprehensive **CV**;
2. A document **no longer than 3 pages** (minimum 10 font), demonstrating your suitability against;

The following Work Related Requirements within the Job Description Form

- *Work Related Requirement 1* – Demonstrated ability to negotiate and resolve conflict whilst engaging in potentially difficult, volatile and stressful situations.
 - *Work Related Requirement 2* – Demonstrate sound judgement and model high standards of behaviour;
 - *Work Related Requirement 3* – Demonstrated literacy and numeracy skills with the ability to present accurate information in a logical and meaningful manner; and
 - *Special Requirement* – Experience in operating small vessels and 4WD vehicles.
3. A copy of a current Department of Transport Recreational Skipper's Ticket or equivalent
 4. A copy of a current "C" class drivers licence (without a restriction to drive automatic cars only)
 5. Online questions within JobsWA (accessible when you click on the Apply for Job button); and,
 6. Copies of any other relevant qualifications/certificates not mentioned above.

Use each Work Related Requirement **Essential Criteria** as a heading and outline your relevant claims and experience separately.

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 **detailing** an example or scenario that **demonstrates** the level of knowledge and skills you were required to use to reach a desired outcome. Consider using the term “For example” to commence your written explanation of how you dealt with what happened.

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

Submitting your application

Applications must be lodged online via www.jobs.wa.gov.au . The job advertisement will have an ‘Apply for Job’ button, where you can complete the Application for Advertised Vacancy Form and upload your supporting documents. **No other method of lodgement is accepted.**

If you experience any difficulties in lodging your application using the **jobs.wa.gov.au** website, please contact the [Recruitment Officer on \(08\) 6552 1835](#) during business hours

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.

What happens next?

If you are shortlisted, you’ll be contacted by the panel or their representative to discuss the next stage of the assessment process. If you haven’t been shortlisted, you’ll be notified that your application was unsuccessful.

If you choose to withdraw your application prior to the closing date, you can do this via your jobs.wa.gov.au account. If you choose to withdraw your application after the closing date, please contact the [Recruitment Officer on \(08\) 6552 1835](#) during business hours.

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 applicants(s).

Thanks for your interest in working for the Department and good luck with your application!