**APPLICANT INFORMATION PACK**

Thank you for your interest in the advertised vacancy with the Commissioner for Children and Young People WA.

The Commissioner for Children and Young People is an independent statutory office holder who reports directly to Parliament. The Commissioner's powers and functions are set out in the *Commissioner for Children and Young People Act 2006*.

The Commissioner represents and advocates on behalf of children and young people under the age of 18 years in Western Australia. The Commissioner is required to have special regard for the needs of Aboriginal and Torres Strait Islander children and young people and other vulnerable children and young people. The best interests of children and young people are paramount and the Commissioner is dedicated to ensuring the voices of children and young people are heard.

The Commissioner takes all steps necessary to identify and recruit the most suitable and skilled people to work as part of the team.

It is important that you read the enclosed information as well as the job Advertisement and Job Description Form carefully when preparing your application, as this will tell you what is required and guide you through the selection process. You may also like to undertake some additional research about us by visiting our website [www.ccyp.wa.gov.au](http://www.ccyp.wa.gov.au).

**CCYP Values**

We uphold the following values: RESPECT | HONESTY | INCLUSIVITY | CREATIVITY | POSITIVITY | DETERMINATION | INDEPENDENCY | INTEGRITY

**Commitment to Integrity**

It is non-negotiable that the Commissioner for Children and Young People and CCYP staff act in the interest of the Western Australian community, and especially in the interests of children and young people each and every day through the decisions we make, the policies we enact and adhere to, and by the actions we take. It is our intention that our policies and procedures demonstrate how we act in an honest and transparent manner, which forms a basis for our reasoned decision-making effected without bias utilising fair and objective processes.

**Commitment to the safety of children and young people**

Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Children and young people should be safe, feel safe and be respected wherever they are. The Commissioner for Children and Young People prioritises the safety and wellbeing of children and young people in all work of the office and in our work with other organisations.

We have an ongoing cycle of assessment, action and reflection in place and regularly review, update and refine policies and practices to assess their effectiveness and strive for excellence. We involve children and young people and their families in developing and reviewing our work.

**Commitment to Diversity**

The Office of the Commissioner for Children and Young People recognises, values and embraces the diversity of our Western Australian community, including our differences in culture, ethnicity, religious beliefs, sexuality, gender identity, age, abilities and life experiences. The organisation is committed to providing an inclusive and respectful workplace for all staff, and encourages applicants from a diverse range of backgrounds to apply for the role.

**Eligibility**

Employees will be required to provide evidence of eligibility to work in Australia.

A criminal records screening clearance and a Working with Children Check will be required prior to commencement. These requirements will 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.

**STEP 1 - GETTING STARTED**

**Preparing your application**

Applications will be assessed against the work related requirements of the position. The business needs of the team may also be considered. You will need to address **all the selection criteria** (five page statement) and also provide a comprehensive CV of your work history, achievements, skills and qualifications (where necessary) with at least two referees. It will be the responsibility of the 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.

Remember to check the closing date and time for the job you are applying for, as the onus is on the applicant to ensure it is lodged correctly with all attachments and is *received on time!*

**Your application**

Your application should include:

The Application Form

A five (5) page statement) addressing the **work related requirements (selection criteria)** **in the context of the role and business needs of the office**

A two (2) page CV outlining your employment history and professional learning summary relevant to this position

The contact details for two (2) work related referees (one being your current line manager – see note below).

It is recommended you have the above documents completed, in Arial 11pt font, and ready to attach before selecting the online tool “Apply for Job”.

**Addressing the work related requirements**

**Your response to the work related requirements (selection criteria) 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 (selection criteria) for the position. To do this submit separate responses for each criterion; use each criterion as a heading and outline your relevant claims and experiences against each criteria. Give examples of your own experiences that best illustrate how your skills and abilities are related to the position and which demonstrate how you were able to meet the criterion including the types of tasks you have undertaken and the results you achieved, you may also include transferable skills and abilities related to the position. Your application should be clear and concise, you may wish the SAO approach (Situation, Action, and Outcome) as a framework structure when addressing the criteria.

**Your CV and referees**

Your CV 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 CV 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 position.

You will also need to provide the selection panel with at least two 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 position 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 can 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**

Applications should be lodged via [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

When you are ready to lodge your application, please check to ensure that you have all the documents listed above ready to attach to the website.

**Applications close at 4:00 pm** on the closing date listed in the advertisement and **no late applications** will be accepted for any reason.

You will receive an automated reply to acknowledge we have received your application. If you do not receive this automated reply please immediately contact our Customer Services Officer on (08) 6213 2297 as there may have been a technical problem with the transmission of your application.

**STEP 2 - THE INTERVIEW**

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

**Documentation to bring to the interview**

**All applicants who are offered an interview will need to bring originals of the following documentation to the interview**:

* Identity documents e.g. birth certificate, passport, driver’s license, Medicare card
* Any documentation to substantiate a change of name e.g. marriage certificate
* Documentation to show proof of eligibility to work in Australia if not an Australian resident or citizen
* Qualifications
* Proof of latest appointment

**Preparing for the interview**

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. Think of examples where you have applied relevant skills and abilities in a similar role or situation, including any thoughts on how you would approach the scenario differently next time.
* 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 your work will be viewed by the panel at the interview but will not be retained by the panel.

**At the interview**

You may find the following points useful to keep in mind when preparing for the interview:

* Be on time for the interview;
* Dress appropriately for the position for which you have applied;
* Do not assume that the panel members know about your suitability for the position, even though you may have worked with them previously;
* Take time to answer each question. Present answers clearly and concisely and where possible, relate your answer to your relevant past experiences and be able to substantiate your claims;
  + 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 along with any other notes.

**STEP 3 - WHAT HAPPENS NEXT?**

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

**Feedback**

When applicants are notified of the outcome of the selection process, you are strongly encouraged to telephone the contact person for feedback. This information may be valuable to you when you are looking for future job opportunities.

**Commissioner’s Instruction – Employment Standard**

The recruitment process should comply with the Employment Standard as outlined in the Commissioner’s Instruction. The desired outcome of the recruitment process is that the most suitable and available person(s) are selected and appointed. The Employment Standard contains four principles, which must be complied with when filling a vacancy in the WA Public Sector:

* 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.

**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 above compliance requirements have not been met, you have a right to lodge a breach of standard claim in accordance with the Public Sector Management (Breaches and Public Sector Standards) Regulation 2005.

**The office of the Commissioner for Children and Young People applies a four (4) day breach period to this selection process.**

Information about this process will be sent to you when you are notified of the outcome of the selection process and should you wish to proceed with a claim, this must be sent to:

Confidential Breach Claim

Manager Corporate Services

Commissioner for Children and Young People WA

1 Alvan St

SUBIACO WA 6008

(Please use e-mail [caroline.brasnett@ccyp.wa.gov.au](mailto:caroline.brasnett@ccyp.wa.gov.au) )

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), rather it considers whether you have been adversely affected by a breach of a Public Sector Standard by a Chief Executive Officer / employing Authority.

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

**Pre-employment requirements**

All positions require police record screening and a Working with Children’s Check. Disclosure of any pending charges is mandatory; however previous criminal conviction or pending charges will not necessarily preclude employment nor will any medical or physical condition.

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

**Additional information**

All general enquires regarding recruitment and feedback can be directed to the Manager Corporate Services by telephone (08) 6213 2218 or by email [info@ccyp.wa.gov.au](mailto:info@ccyp.wa.gov.au)

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

Good luck with your application!

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