



Application package

About us

Established in 2009, the Department of Training and Workforce Development manages the State Government's investment in vocational education and training (VET). We work together with individuals, employers, business, industry, other government agencies and training providers to build a skilled Western Australian workforce for the future.

Vision

Transforming people's lives and creating strong, vibrant businesses and communities through training.

Mission

To maximise the quality and impact of public investment in the VET sector.

Purpose

- Developing policy, funding and financial frameworks to ensure training meets evolving State needs
- Identifying future training and workforce needs with key stakeholders
- Leading and implementing inclusive and adaptive strategies to address changing training and workforce needs that are also competitive in the international market
- Ensuring the quality, integrity and efficiency of the training sector and frameworks
- Promoting the VET sector

Why work for us?

It is an exciting time to join us as we work towards achieving our goals outlined in our new *Strategic Plan* supporting the Government's *Our Priorities: Sharing Prosperity*. [View the Annual Report 2018-2019 and Strategic Plan 2019-2023 on our website.](#)

Employees have access to a range of benefits including:

- flexible work arrangements;
- career and professional development programs and opportunities;
- salary packaging options; and
- access to health and wellbeing initiatives.

Diversity in recruitment

We strive to have a workforce that is representative of the diverse community we serve and encourage people from all backgrounds to apply.

We value differences and flexible thinking and ensure that our people feel supported to do their best work. We recognise that flexible work arrangements support health and wellbeing, empower our people and increase team productivity.

Aboriginal and Torres Strait Islander people, youth and people with disability have been identified under our *Workforce Plan* and *Equal Employment Opportunity Management Plan* as diversity groups under represented within our workforce. Applicants from these diversity groups are strongly encouraged to apply and indicate in their application the diversity group(s) they belong to. When determining the most suitable person(s) to be appointed the selection panel will take these considerations into account.

Further strengthening our commitment to diversity the Department has the following in place.

- *Traineeship and internship programs*
- *Aboriginal Employment Strategy*
- *Reconciliation Action Plan*
- *Disability Access and Inclusion Plan*

Aboriginal or Torres Strait Islander Applicants

We are committed to attracting and retaining Aboriginal people to improve equal opportunity outcomes for employees. This is reflected in our *Reconciliation Action Plan* which includes advancing the careers of Aboriginal employees and developing Aboriginal leaders. Aboriginal employees are invited to be part of the Aboriginal Employees Reference Group and access support from an Aboriginal mentor or buddy.

Events are held throughout the year that promote a positive, respectful and inclusive workplace. In particular National Reconciliation Week and NAIDOC Week are celebrated.

Aboriginal applicants are encouraged to [visit the Aboriginal services section on the Jobs and Skills WA website](#) for support, information and resources.

Writing your application

You will be asked to submit a covering letter or written application and an up to date CV or résumé. It is important that you read the job advertisement carefully to ensure you meet all the application requirements, including adherence to page limits. You are encouraged to talk to the contact person specified in the advertisement under the 'want to know' more heading.

The Jobs and Skills WA website has extensive resources to help you with your application. [Visit the Jobs and careers section of the website](#) for more information.

Referees

Your application should contain the contact details of two referees from a current or previous manager who are able to comment on your suitability for the position. It is preferred that one of your nominated referees is your current line manager.

Submitting your application

Your application must be submitted online via the jobs.wa.gov.au website. Please pay particular attention to the closing date and time of the vacancy which will be specified in the advertisement in Western Standard Time (WST) as late applications will not be accepted. You will receive a confirmation email once you have successfully submitted your application.

Should you experience difficulties applying online please contact Human Resources for assistance on 08 6551 5492 as soon as possible.

What happens now?

Once the closing date has passed the selection panel will assess candidates. Throughout the selection process a number of assessment methods may be used including written applications, interviews, work tests, presentations and referee reports. You will be informed of the process to be followed for the vacancy you are applying for.

Once the selection panel has finalised its assessment you will be informed of the outcome of your application and be offered the opportunity to seek feedback.

Selection panels are required to assess applicants in accordance with the *Commissioner's Instruction No.1 – Employment Standard*. [Visit the Public Sector Commission website](#) for more information.

A few conditions

Eligibility to work in Australia

Recommended applicants for permanent positions must be an Australian citizen, a permanent Australian resident, or a New Zealand citizen who holds a *Special Category Visa*. Recommended applicants for fixed term positions must have a valid permit to work for the entire length of the vacancy if they are not an Australian citizen or permanent resident.

Prior to an employee with a working visa commencing they will be required to produce evidence of their visa status and consent to a visa check through the Department of Home Affairs - Immigration and Citizenship.

Criminal screening

Successful applicants will be requested to provide a *WA National Police Certificate (WA NPC)* (less than six months old). A previous criminal conviction or pending charges will not necessarily preclude employment but will be taken into account in assessing suitability for employment. [Visit the WA Police website](#) for more information on applying for a WA NPC.

Working with Children Check

For positions involved in child-related work, a *Working with Children Check* will also be required. [Visit the Working with Children Check website](#) for more information.

Contact us

E: dtwdhr@dtwd.wa.gov.au

T: 08 6551 5492

We look forward to receiving your application!