



Government of **Western Australia**
Department of **Treasury**

Graduate Application Information



Applicant Information Pack

Come join us at Treasury!

You will have an exciting career at the Department of Treasury (Treasury) which will allow you to perform challenging and interesting work on a range of high profile State projects whilst building professional networks and developing new skills.

As a Graduate Officer with Treasury, you will launch your career in the Western Australian public sector and be actively supported by a network of supervisors and colleagues, all whilst contributing to important work that delivers outcomes for the West Australian community.

Before applying, we strongly encourage you to read the information in the job advertisement, the Graduate Officer Role Statement and the Level 3 Capability Framework for the best chance of success with your application.

As part of our strategy to increase the diversity of our workforce, Aboriginal Australian people are strongly encouraged to apply for this job and applications will be primarily considered in accordance with Section 51 of the Equal Opportunity Act 1984.

If you require more information about the position, please contact Chris McKay, Senior Analyst at chris.mckay@treasury.wa.gov.au. For more information about the recruitment process, please email recruitment@treasury.wa.gov.au.

Please note that under no circumstances late or pro forma applications will be accepted.

Working at Treasury

Treasury is the central government agency that manages Western Australia's public sector finances and formulates and implements the annual State Budget.

We develop economic and revenue forecasts, and monitor developments in the State's economic, major revenue bases and public sector finances, to ensure Western Australia remains on track against the State Government's budgetary objectives and targets.

Our policy advisory role covers a wide range of issues, including Commonwealth – State financial relations, revenue policy, public sector wages policy, public sector superannuation policy, and advice on alternative models of service delivery and infrastructure provision.

By starting your career with Treasury, you will contribute to shaping and influencing government decisions, build professional networks and actively contribute to the State's economy, budget and community whilst working on high profile State projects.

For further information about what we do, we encourage you to have a look at www.wa.gov.au/treasury

Conditions and Benefits

Treasury's employment conditions offer a wide range of attractive benefits that support individual needs and encourages a healthy work life balance, these include:

- Flexible working hours, including part time and job share options;
- Generous leave entitlements, including:
 - Four (4) weeks annual leave;
 - 13 weeks long service leave on completion of seven (7) years continuous service (pro-rata for part time). LSL can be taken at double pay, half pay or can also be cashed out (conditions apply);
 - 15 days personal leave per anniversary year, to be used for sick leave, carer's leave unplanned and planned absences;
 - Paid parental leave (after 12 months of service);
 - Three (3) public service holidays to be used each calendar year (conditions apply); and
 - The option to purchase up to an additional 10 weeks leave per calendar year.
- Corporate health plans offering discounted health insurance premiums with selected providers;
- Ongoing support to employees through the Employee Assistance Program;
- Wellness Program which includes flu vaccinations and other health initiatives;
- Salary packaging options, including novated vehicle leases and superannuation.
- Prominent Perth CBD location

Learning and Development

Treasury is committed to the ongoing learning and development of our employees. Our support includes:

- Under Treasurers Education Development Program;
- Access to paid and unpaid study leave (conditions apply);
- Acting opportunities;
- Online learning through LinkedIn Learning; and
- Online learning through Click2Learn.
- Professional development, including leadership programs;
- Interagency mentoring program;
- Internal rotation and transfer program; and
- Executive Director shadowing opportunities.

Application Dates and Process

Applications Open: 22 June 2020

Applications Close: 3 August 2020 (9.00pm WST)

Video Interview: 7-9 August 2020

Shortlisted Applicants Notified: 26 August 2020

Online Cognitive and Behavioural Assessment for Shortlisted Applicants: Email invitations with a link to the assessment will be sent 26 August 2020 with responses closing on 30 August 2020 at 9.00pm (WST).

Interviews: 2-4 September 2020

First Round Offers: 29 September 2020

Graduate Program Commences: 4 January 2021

Step 1: Online Application Form (Closes 3 August 2020)

Complete the online application form through www.jobs.wa.gov.au by clicking the 'Apply for Job' button on the advertisement. You will be asked to answer a number of questions which will determine your suitability for the role.

You will need the following documents to upload to the online application form:

- cover page (maximum 1 page) that highlights your skills and abilities relevant to the role (in Word or PDF format);
- brief resume (maximum 2 pages) that summarises your experience (in Word or PDF format);
- copy of your current or completed academic record which demonstrates an academic average of 70% and above;
- evidence of Australian citizenship or Australian permanent residency; and
- two referees either current or previous supervisors.

If you don't provide the above required documentation with your application, you will not meet the eligibility requirements and will not proceed to the next step in the recruitment process.

Step 2: Video Interviewing (7 – 9 August 2020)

If you make it through the online application stage, you will be asked to complete a one-way video interview. During the video interview, you will be asked to answer 3-4 questions based on your skills, abilities and motivations for applying for the Treasury Graduate Program. It can be done on your computer, mobile or tablet device as long as you have a stable internet connection.

We recommend you complete the interview in a location that is quiet and where you are unlikely to be disturbed. The whole process should take no longer than 30 minutes to finish, which includes checking your setup, doing some practice questions and completing the interview from us.

Step 3: Online Behavioural and Cognitive Assessment (26 - 30 August 2020)

If you are shortlisted for an interview, you will be notified accordingly and emailed a link to complete a Behavioural Assessment.

This assessment takes approximately 10 minutes to complete and it not timed. Once completed, you will be emailed another link to complete a Cognitive Assessment. This assessment is timed, and you will need to complete it in 12 minutes. It is important that you have reliable internet access and uninterrupted time to complete both assessments.

Step 4: Online or In-Person Interview (2 – 4 September 2020)

The interview will be approximately 30 minutes long and you will be asked to answer 4-5 questions in a panel style interview with ample reading time provided beforehand for you to prepare your answers.

Step 5: Notification to Applicants

First round offers will be made by 29 September 2020 to successful applicants. If you have been unsuccessful in the process, you will be emailed and given the opportunity to seek feedback from the panel after the conclusion of the recruitment process.

You will also receive notification of the breach process and should you believe that the Public Sector Employment Standard has been breached, you have 4 working days to lodge a 'Breach of Standard' claim.

We wish you the best with your application and look forward to the opportunity to welcome you to Treasury. For more information about a career with Treasury, visit www.treasury.wa.gov.au/careers.

**Thank you for your interest in working for the
Department of Treasury and good luck with your application!**