

Advertised Vacancy Information Package

Thank you for your interest in working for WA Health. This guide is provided to assist you in preparing your application.

Our Recruitment and Selection Process

We aim to be fair and equitable in our recruitment decisions and match applicant's skills, knowledge and abilities with the work-related requirements of the job and the needs of the Department, work group, customer and community. Decisions will be made in accordance with legislative requirements, including Equal Employment Opportunity and the Public Sector Standards in Human Resources Management - Recruitment, Selection and Appointment standard. All decisions are open to review.

The minimum standard of merit, equity and probity is met for recruitment, selection and appointment if:

- a proper assessment matches a candidate's skills, knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity.
- the process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- decisions are transparent and capable of review.

WA Health is an equal opportunity employer and encourages indigenous Australians, young people, people with disabilities, people from culturally diverse backgrounds and women to apply for advertised positions. WA Health also promotes flexible family friendly work practices and provides flexible salary and employment conditions, as well as attractive salary packaging arrangements.

CONTENTS

How do I apply?	Page 1
Ask yourself, is this job for me?	Page 2
Complete an application form	Page 2
Complete a Resumé	Page 2
Demonstrating your competencies and abilities	Page 3
Specific Headings Separately Addressing each core work related requirements (optional).....	Page 3
Checklist – Is my application complete?	Page 4
Criminal Records Screening & Pre-Employment Requirements	Page 5
Where do I send my application?	Page 6
Closing Date	Page 6

Useful Links

You may find relevant information at the following web sites:

- WA Department of Health <http://www.health.wa.gov.au/home/>
- Disability Services Commission <http://www.dsc.wa.gov.au/>
- Occupational Safety and Health <http://www.safetyline.wa.gov.au/>
- Office of Equal Employment Opportunity <http://www.oeeo.wa.gov.au/>
- [Public Sector Code of Ethics – Office of the Public Sector Standards Commissioner](http://www.wa.gov.au/opssc/ethics/codeofethics/index.htm)
<http://www.wa.gov.au/opssc/ethics/codeofethics/index.htm>
- The Australian Council on Healthcare Standards <http://www.achs.org.au/default.htm>

How do I apply?



Delivering a Healthy WA

Ask yourself, is this job for me?

Applying for a job can take a lot of your time. Before applying, you should feel confident that the job is one you have the necessary skills and abilities to do successfully.

The Job Description Form will identify the duties of the position and the core work related requirements (selection criteria) that relate to the advertised position. The work related requirements are a list of skills, experience, knowledge and qualifications relevant to the role, which are considered to be essential in an applicant for them to successfully perform the duties of the position. Read through the Job Description Form asking yourself whether you meet each requirement. We can not appoint someone to a job if they do not meet all the essential work related requirements. To further assess your suitability, it may help to also talk to the contact person named in the advertisement.

As an applicant you **must provide sufficient information for the employer to assess your suitability against the work related requirements of the job.**



Delivering a Healthy WA

Complete a Résumé or Curriculum Vitae

Your résumé or curriculum vitae is very important and is used by the selection panel to assess your suitability. It should convey a concise picture of your qualifications, work history and education. A well written résumé should provide sufficient information including details pertaining to the work related requirements for an assessment to be made of your claim. You may wish to use bullet points to briefly describe your work *situation, key responsibilities, tasks, results and achievements.*

Your résumé should provide the following details:

- Personal details (e.g. name, address and contact phone number).
- Career objective.
- Description of your work experience (from most recent to past) outlining tasks undertaken and key achievements in each position and demonstrating your ability to meet the minimum job responsibilities and work related requirements for the position.
- Education and/or professional training. This should include membership of any professional bodies, training achievements and training courses you are doing now.
- Any activities or accomplishments achieved outside of work which may be relevant to the job.
- Referees. The name and contact details for at least two referees, one of whom should ideally be a current supervisor or recent supervisor. The panel will ask your referees how well they think you meet the requirements of the job and your potential competencies. Select referees who know about your relevant skills and abilities. You should always let your referees know about the position and skills required before nominating them in your application. Reports may be obtained prior to further assessment (e.g. interview or work tests) being undertaken.
- Published work and other relevant information.
- Additional skills, achievements and relevant community and leisure interests should also be identified where relevant to the employment opportunity.

The onus is upon you, as the applicant, to provide a high quality comprehensive Résumé. It should clearly inform the panel of your competitive suitability for the position.



Demonstrating your Competencies & Abilities

Remember you are competing for further assessment and it is essential that you demonstrate you meet the work related requirements for the advertised position. The selection panel is looking for a concise and focused response, demonstrating your skills, knowledge and abilities against the work related requirements.

Where a position calls for qualifications as part of the work related requirement, and you are unsure whether your qualification is relevant, you are encouraged to discuss your suitability with the nominated contact person. Further clarification, however, may be obtained from an “authorised skills recognition authority” e.g. the secondary Education Authority (Secondary qualifications), Education Department (Tertiary qualifications), TAFE (Technical qualification) or National Office of Overseas Skills Recognition for judgement. Refer to the heading “My copies of supporting documents”.

Pre-employment requirements will be verified prior to an offer of employment being confirmed.



Addressing Work Related Requirement (*Selection Criteria*)

WA Health does not require you to separately address the work related requirements (*selection criteria*). It is important that you provide sufficient information in your application to support your claims against the advertised position, i.e. your application clearly shows what responsibilities and level work you undertook, key competencies and how you gained them, major or key achievements relevant to the advertised position.

However, you can opt to provide a separate statement addressing each work related requirement (*selection criteria*). Your statement should demonstrate by examples your competitive ability to meet the work related requirement (*selection criteria*).

Failure to competitively satisfy the work related requirements will exclude you from further consideration.

Checklist – Is my Application complete?



Delivering a Healthy WA

My Application Form & Supporting Documents

Your application **MUST** consist of an application form and other information that demonstrates your suitability and competitiveness for the advertised position. *This is best demonstrated using a résumé.* A statement addressing the work related requirements is dependant upon the instructions within the advertisement.



Delivering a Healthy WA

My Copies of Supporting Documents (if applicable)

Copies of relevant qualification(s) and certificate(s) should be attached to your application, wherever possible.

If your qualifications were obtained from an educational institution outside Australia, an assessment of your qualifications from an “authorised skills recognition authority” will be required prior to commencement. It is recommended that if this requirement has not been completed that you commence action immediately as it may take some time to arrange.



Delivering a Healthy WA

Am I applying for multiple positions?

If you are submitting applications for more than one position, each of the applications must be submitted **separately**, unless stated otherwise in the advertisement.



Delivering a Healthy WA

Application Checklist

- I have read the job application package for this position.
- My application addresses the core work related requirements.
- My application form is complete and attached to application.
- My current résumé and additional information in support of my application (if applicable) is attached.
- Copies of relevant qualification/s are attached to my application (if applicable).



Delivering a Healthy WA

What if I'm Unsuccessful in my Application?

Where an applicant is considered not recommended for the advertised opportunity written notice will be posted or emailed to you that you are unsuccessful. You are encouraged to seek feedback about your application from the nominated panel member/consultant.



Delivering a Healthy WA

Criminal Records Screening

WA Health requires that all employed staff must be fit and proper persons to undertake their role. As part of the selection process for employment, recommended applicants who are not already employed by the Department (and hold a current/valid criminal records screening clearance) will be asked to provide a recent National Police Clearance or submit to undergoing a WA Health Criminal Records Screening.

Specific pre-employment requirements will be verified prior to an offer of employment being confirmed.

How do I lodge my application?

Applications **must** be received by the nominated closing date and time.

**We encourage you to apply online via the WA Job Board at
www.jobs.wa.gov.au**

If applying by this means, click on the title of the position that you wish to apply for and follow the instructions. Please note that if you **apply online**, you can **attach up to 8MB as an attachment in MS Word, MS Excel, Adobe PDF, JPEG or GIF formats**.

There are many benefits to you applying online. The WA Job Board allows you to store and retrieve applications for State Government positions. When you apply online for jobs, all your personal details, education and recent work history are automatically uploaded into the application form. You can also store your résumé or curriculum vitae, copies of academic transcripts, cover letters, responses to work related requirements and other relevant documents on the Job Board.

If you do not have internet access you can apply by submitting your application in hard copy as detailed below. Hard copy applications should be stapled in the top left-hand corner with the Application for Advertised Vacancy form being the top document. Applications are **not** to be submitted in cardboard or plastic covers. Envelopes should be marked “confidential”.

“DO NOT” HAND DELIVER, MAIL, FAX YOUR APPLICATION TO THE SITE WHERE THE JOB IS LOCATED, unless the advertised vacancy is located at Health Corporate Network.

Faxed Applications

Please send your application to: **(08) 6444 5498 (+61 8) 6444 5498**

For your own records you should keep a confirmation of the successful transmission of your application.

Mailed Applications

Please address your application to: **“Advertised Vacancy”
Health Corporate Network
PO Box 8545
Perth Business Centre WA 6849**

Hand Delivered Applications

Hand delivered applications must be submitted to the reception desk at Health Corporate Network. Please note that the reception desk will be attended from 8.30am to 4.30pm, Monday to Friday, excluding all public holidays and is located at:

**Level 3
81 St George’s Terrace
Perth WA 6000**

An application only needs to be submitted in one format, i.e. online or hard copy.

Closing Date



Delivering a Healthy WA

Advertisements for vacant positions are governed by State legislation including the Public Sector Management Act 1994 and Industrial Relations Act, 1979. The closing time and date is specified in the advertisement. **UNDER NO CIRCUMSTANCES CAN PROFORMA OR LATE APPLICATIONS BE ACCEPTED.**

We cannot make allowances for incorrectly addressed mail, faxed or email transmissions that are delayed or not received by the specified closing time and date.

Applications that are lodged with Australia Post, or an alternative mail system and are in transit at the time applications close, **are deemed late and will not be accepted.** Therefore it is suggested that if you are intending to post the application you allow time for any delays in the mailing system. If doubt exists as to whether an application will reach the Recruitment Officer by the nominated closing date and time you should consider alternative or back-up arrangements.

If you have attempted to apply online and experienced difficulties please contact us on 1300 553 680 as a log is kept of all attempts to apply online. This may mean your application could be received if this is verified by the log.

It is strongly recommended that you allow ample time to prepare and submit your application

Withdrawal of Application



Delivering a Healthy WA

If at any stage you wish to withdraw your application, please advise us in writing stating the position/pool reference number(s) and include your full name, address, contact telephone number and email address (where possible). We will confirm in writing the receipt of your advice to withdraw your application. Please note that any applications made online can be withdrawn by the applicant through the online login system before the closing date of the advertisement.

Andrew McIntosh

**MANAGER EMPLOYMENT SERVICES
HEALTH CORPORATE NETWORK**