



Thank you for your interest in working with the Department of Biodiversity, Conservation and Attractions. This guide includes information about our recruitment and selection process, and will assist you in preparing and submitting your job application.

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The Department of Biodiversity, Conservation and Attractions has primary responsibility for:

- managing Western Australia's national parks, marine parks, State forests and other reserves including Rottneet Island and King's Park, and the Perth Zoo
- conserving and protecting animals and plants, and
- managing many aspects of the access to and use of the state's wildlife, natural areas and attractions.

We offer a range of naturally rewarding career opportunities throughout the state, including roles in such diverse areas as:

- tourism and visitor services
- biodiversity conservation
- natural resource management
- fire management
- community education and involvement
- sustainable forest management
- animal health and wildlife protection, and
- business and administration

In addition to the benefits of a fulfilling career, we offer family-friendly working arrangements, generous leave options, personal and professional development opportunities, an attractive salary packaging scheme, comprehensive health and lifestyle programs, a national park entry pass and a subsidised corporate wardrobe.

To find out more about us, please visit our website at [www.dbca.wa.gov.au](http://www.dbca.wa.gov.au).

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If you have the necessary knowledge and skills, and would like to work for an organisation that 'makes a difference' and is committed to protecting and conserving Western Australia's natural assets, we strongly encourage you to apply for a position with the Department of Biodiversity, Conservation and Attractions .

Before preparing your application, please read the information in this guide and the job advertisement carefully. This will help ensure that your application includes enough information to demonstrate your ability to meet the selection criteria for the position in which you are interested. Selection criteria are the skills, knowledge, values, experience and/or qualifications that are necessary for, or would greatly assist in successfully performing the duties of the role. All criteria are essential unless otherwise indicated as preferable, desirable or highly regarded.

Before you apply for a job with the department, refer to the Job Description Form (JDF) for more information about the job, including the responsibilities and a full list of selection criteria. Specific information about the job is also available from the contact person listed in the advertisement.

Note that all JDFs in the Department of Biodiversity, Conservation and Attractions include the duty *Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience* or similar.

Fire management in the department involves a range of activities that include administration, research, communication and planning (as well as more physically demanding activities such fire fighting) so it is

anticipated that applicants will, in general, have some capacity to participate. Note that only employees who have undertaken the required training and demonstrated the necessary ability and capacity for fire fighting will have the opportunity to perform fire fighting duties.

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To be eligible for a fixed term appointment it is essential that you have documentary evidence of your entitlement to live and work in Australia for the duration of the fixed term contract.

To be eligible for permanent appointment to a position in the Department of Biodiversity, Conservation and Attractions it is essential that you are an Australian citizen or have permanent resident status in Australia.

In addition, former WA public sector employees who have accepted a voluntary severance package are not eligible for appointment for the period of severance and leave payouts.

Under Section 73 of the *Public Sector Management Act 1994*, persons employed as a ministerial officer or engaged as such on a contract for service basis are ineligible to apply for, or be appointed to, any office, post or position in any public sector organisation or department. Applicants are asked to disclose whether they are employed as a ministerial officer or engaged as such on a contract for service basis in their job applications. Any applicants who answer 'yes' to this question are advised that they are ineligible and withdrawn from the process.

**Please check the advertisement to see whether any other factors that further affect eligibility apply.**

### ***International applicants***

If you are an international applicant and/or not currently eligible to work in Australia, please visit the International and interstate applicants page at <https://www.dbca.wa.gov.au/about/17-working-at-dbca>.

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The job advertisement will clearly describe what you need to provide to apply for this position. This will generally involve completing an online **application form** by clicking on a link from the advertisement (note a hard copy application form is included in this kit if you are unable to apply online) and attaching your **resume**, plus any **additional information** if this is requested in the advertisement.

### ***Application form***

The online application form can be accessed by clicking on the 'Apply for job' button above and below the job advertisement at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au).

If you are unable to apply online, please use the hard copy application form included in this kit, unless the advertisement indicates that this is not required. A copy may also be obtained by telephoning the People Services Branch of this department on (08) 9219 9822.

Where possible, your application form should identify the requested number of referees who can provide information on your recent work performance. It is preferred, but not required, that one of the referees is your current supervisor. We suggest that you contact your referees as a courtesy to ask if they are willing to provide a referee report for you, prior to nominating them.

All correspondence regarding your application will be sent to the postal or email address specified on your application form, so it is important that you advise us of any changes. Please check regularly to see whether any correspondence has been delivered to your nominated address(es).

### ***Resume***

A resume is required when applying for all Department of Biodiversity, Conservation and Attractions positions. Please include

- personal details, including your name, postal address, contact phone numbers, and email address
- a brief description of your work history/experience, documented from most to least recent
- details of your academic qualifications and professional training, and

- a brief description of your achievements or accomplishments that are relevant to the position.

If you have a qualification from abroad, please provide information on its status in Western Australia in your resume. Contact the Overseas Qualification Unit of the Western Australian Development Centre on (08) 9224 6500 for advice.

### *Additional information*

If additional information is requested for inclusion in your application, this is likely to involve your specifically demonstrating your ability to meet some or all of the selection criteria for the position. This will often be by means of a covering letter, a separate statement addressing particular selection criteria, or a series of questions for you to answer.

The advertisement will include precise details of what is required. It is important that you provide whatever has been requested within the specified page limit so that the selection panel can assess whether you meet the criteria sufficiently to be short listed.

To assist with this part of your application, please refer to **\*\*\*Important\*\*\* Providing additional information with your application to address the selection criteria** on page 7 of this guide.

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If you are applying for a **vacancy that has been advertised at more than one level**, please clearly indicate in your application the level(s) at which you wish to be considered.

Note that only information provided during the selection process e.g. in your written application, at interview, etc. can be considered by the selection panel in making the selection decision. Although panel members may have prior knowledge of your skills and abilities due to a current or previous working relationship, this cannot be taken into consideration (other than through reference checking) because it is knowledge that has been gained outside of the selection process.

**Please refer to the checklist below to ensure that you have included all requested information.**

Before lodging your application, please check that you have included all of the requested information:

- Application form**
- Resume**
- Additional information e.g. statement addressing selection criteria, if this has been requested.**

You can apply online at the [WA Government Job Board](http://www.jobs.wa.gov.au) at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). Click on the title of the position you wish to apply for to access the job advertisement, then click on the 'Apply for job' button above and below the advertisement. You will receive an electronic receipt confirming that your application has been submitted.

Note that if you apply online, all documents attached to your application must be in MS Word, rtf or PDF form.

**We encourage you to apply online whenever possible.** This allows you to store and retrieve any online job applications you have submitted to the Department of Biodiversity, Conservation and Attractions, at your convenience.

If you have a disability please advise of your preferred method of communication. For example, someone with a hearing impairment may prefer written communication.

If you do not have internet access you can apply by submitting your application in hard copy. Hard copy applications should be stapled in the top left hand corner with the application form being the top document. Please do not submit applications in plastic or cardboard folders.

Submit your complete application, marked '**Confidential Advertised Department of Biodiversity, Conservation and Attractions Vacancy**', by post or hand delivery to the following addresses before the closing time and date specified in the advertisement:

### ***Post***

Recruitment Officer  
Department of Biodiversity, Conservation and Attractions  
Locked Bag 104  
BENTLEY DC WA 6983

Note: the Bentley Delivery Centre is a postal centre and not located on the department's premises.

### ***Hand delivery***

Reception  
Department of Biodiversity, Conservation and Attractions  
17 Dick Perry Avenue  
Kensington WA 6151

Applicants are responsible for ensuring that their applications are received before the closing time.

Unless otherwise indicated, all vacancies in the Department of Biodiversity, Conservation and Attractions close at 12 midday, western standard time (WST) on the date specified in the advertisement. Therefore, you must have completed lodging your application prior to this time i.e. your total application must be lodged and receipted online at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) or received at this department's premises on the closing date by the time specified. **Please note that late or pro-forma applications will not be accepted.**

If you experience any difficulties in submitting your application please contact the Recruitment Officer for assistance on (08) 9219 9822 before the vacancy closes.

After your application has been lodged, the selection panel will assess this along with all other applications received for the position, and invite competitive applicants for further assessment. This generally involves an interview, but you may also be asked to complete other tasks, such as a written exercise. Any questions asked at interview or tasks you are asked to complete will be relevant to the requirements of the position.

If you are contacted for further assessment, please advise the selection panel as soon as possible if you have any concerns, questions or specific requirements or adjustments that need to be made for you to participate in the interview process.

### ***Preparing for an interview***

The following information may assist you in your preparation if you are selected for interview:

- You may wish to ask who will be on the selection panel and the job title of each panel member. Panels typically comprise three people but this varies according to the position.
- Read the JDF and your job application carefully. Focus on the selection criteria and think of specific examples where you have applied relevant skills, values, knowledge and/or abilities. You may also wish to think about the duties of the position, how you would perform them, what problems you are likely to encounter, and how these might be resolved.
- Ensure that your original qualifications (e.g. bachelor degree) are available to bring to the interview for sighting.
- If you have any relevant reports or documents you have prepared which provide examples of your skills and abilities, arrange to present these at the interview.

## ***During the interview***

- Bring a copy of your job application to the interview for reference.
- Never assume that panel members know of your suitability for the position, even though you may work, or have previously worked with them.
- Ask for clarification if you do not understand a question, or if you are unsure what the panel is seeking.
- Take your time to answer each question, and answer each question fully.
- Wherever possible, relate your answers to direct experiences you have had.
- Ask the panel any questions relevant to the job or the organisation when the opportunity is presented.

## ***Referee checks***

Referee checks may occur as part of the short listing process, but are used more frequently following interviews or other forms of further assessment.

## ***National Police Certificate (if required)***

If a National Police Certificate (NPC) is required for appointment to a vacancy, this is specified in the JDF and/or the advertisement. In such cases, applicants who are competitive will be asked by the selection panel to obtain an NPC following the interview. For information on how to obtain an NPC, refer to the [National Police Certificate](#) page of the Western Australian Police website.

## ***Reaching a decision***

Once all assessments have been completed, the panel makes a selection decision, and the process and outcome is documented. The most suitable and available applicant, as determined through their ability to meet the specified requirements, is recommended for appointment to the job.

## ***Notification and feedback***

Note that even if not selected for further assessment, you will not usually be advised that your application was unsuccessful until the process has been completed and a recommendation made. This is to ensure that all applicants are advised of the outcome at approximately the same time and provided with the opportunity to submit a breach claim if they believe there has been a breach in the WA Public Sector Employment Standard. Further details are provided about the Standard and the breach claim process below.

All applicants, regardless of whether they were granted an interview, are encouraged to seek feedback on their performance for future reference. You will receive details of a contact name and number for feedback in your notification letter.

The WA Public Sector Employment Standard applies when filling a vacancy (by way of recruitment, selection appointment, secondment, transfer and temporary deployment (acting)) in the Western Australian Public Sector. The Employment Standard requires four principles to be complied with when filling a vacancy:

### **Merit principle**

- The Western Australian 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 public sector body 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.

- For secondment the employee consents.
- For transfer employment conditions are comparable.

### **Interest Principle (applies to secondments, transfers, 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.

### **Transparency Principle**

- Decisions are to be transparent and capable of review.

The Department of Biodiversity, Conservation and Attractions is committed to meeting the WA Public Sector Employment Standard as outlined above. As such, applicants can expect that the compliance requirements of this standard will be adhered to throughout the selection process. However, if you believe that the selection process has breached the standard, and that you have been adversely affected as a result, you can submit a breach of standard claim.

### ***Submitting a breach of standard claim***

Details of how to lodge a breach of standard claim are provided to unsuccessful applicants at the conclusion of the selection process in the letters advising of the selection recommendation. All claims must provide full details in writing and be received by the specified date. It is the claimants' responsibility to ensure that any claims are received before the closing date.

Note that a breach of standard claim cannot be lodged on the grounds that you consider yourself more competitive than the recommended applicant.

Note also that a claim can only be lodged under circumstances where an applicant is eligible to do so. For further information visit <http://www.publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/public-sector-standards-human-resource-management/breach-standard-claims>

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Details of unsuccessful applicants who have been assessed as suitable for appointment may be recorded on the department's similar appointments register. Such applicants may be offered appointments to similar roles in the department over the following twelve months, should any arise.

Where applicable, further details will be provided in your notification letter.

In accordance with our corporate objectives of maintaining community involvement and support, and improving the way we do business, the department has developed an Equity and Diversity Management Plan. The plan aims to provide for effective management of our diverse workforce, to assist us in meeting diversity objectives and to enable us to meet our statutory obligations under the *WA Equal Opportunity Act, 1984*.

The plan identifies Indigenous Australians, women, people with disabilities, people from culturally diverse backgrounds, and youth as key groups who are under-represented and/or unevenly distributed in the department. These areas require particular focus in terms of recruitment and retention.

If the job advertisement requests that additional information be provided with your application to further demonstrate your ability to meet the selection criteria, it is important that you read and follow the advice provided in this section of the guide.

Providing this information is your opportunity to effectively demonstrate your ability to meet the requirements of the job, so that the selection panel can assess whether you meet these sufficiently to be short listed.

Selection criteria are the skills, knowledge, values, experience and/or qualifications that are necessary for, or would greatly assist in successfully performing the duties of the role.

All essential criteria will be assessed at some stage during the selection process and desirable criteria will be assessed as appropriate. However, the job advertisement may ask that you further demonstrate your ability to meet the selection criteria in your written application by, for example, providing a covering letter, preparing a written statement addressing some or all of the criteria, or answering a series of relevant questions.

If you have any questions about the selection criteria, check with the contact person in the advertisement.

### ***How will I know which additional information to include in my written application?***

The advertisement will advise whether you need to include a covering letter, a written statement addressing some or all of the selection criteria, responses to a series of questions, or some other item that further demonstrates your ability to meet the selection criteria as part of your application. The advertisement will also state the specific criteria and/or questions on which the Department of Biodiversity, Conservation and Attractions is seeking a response.

### ***What level of detail is required in my response?***

The advertisement will generally indicate any required page limit for your responses.

If a **covering letter** has been requested, please clearly outline how your skills, knowledge, values, experience and/or qualifications would be relevant to your performance in the role, focusing on the selection criteria as stated in the advertisement. You do not need to use each criterion as a heading.

If a **written statement addressing the selection criteria** has been requested, it is recommended that you use each of the selection criteria to be addressed as a heading, and state your claim relevant to each particular criterion underneath.

Under each criterion, start with a positive claim that you possess the required skill, knowledge, experience, etc.

If the criterion relates to

- a *value, skill or ability*, follow this up with a brief description of situations where you have used or demonstrated this in your work, in the context of the duties/responsibilities of the position, using actual examples where possible.
- *knowledge or understanding*, describe briefly what you know, where/how you gained this knowledge, how you maintain/update it, and how it relates to the duties of the advertised vacancy. Where possible, provide at least one example of how you have applied it in a past situation.
- *experience*, include information about where and when you have worked, and what duties you have performed (as relates to the experience required for the advertised position), including any noteworthy relevant responsibilities and achievements.

If responses are required to a series of **questions related to the selection criteria**, please answer these in accordance with the directions provided.

### ***Do I have to meet both the desirable and the essential criteria to be considered for a position?***

Although applicants will generally need to demonstrate that they meet the essential criteria in order to be offered appointment to a position, they are not required to meet the desirable criteria. Nevertheless, where possible, you should provide a written response to any desirable criteria if this is requested in the advertisement. Applicants who are able to meet both the essential and desirable criteria are likely to be more competitive.

***How can I find out whether my qualification is an approved equivalent to a qualification that is listed in the criteria?***

Please contact the contact person in the job advertisement for advice.

***How might I respond to a criterion about EEO and diversity?***

Having an understanding of EEO (equal employment opportunity) and diversity involves recognising and valuing the variety of backgrounds, perspectives, beliefs, knowledge, and skills that people bring to an organisation, and that it is unlawful under the *WA Equal Opportunity Act, 1984* as well as federal legislation to harass and/or discriminate against others in the workplace on grounds that include age, gender, race, impairment, religion, marital status, family responsibility, gender history and sexual preference.

If you are asked to respond to this criterion in your written application, we suggest that you include information on how you came by your knowledge (e.g. training course, research, induction, etc.), how you applied this in your workplace (e.g. with respect to customers, staff, etc.) using a specific example, where possible. In the case of supervisory positions, you could include information on what action you have taken to ensure that staff adhere to EEO and diversity principles and practices.

Note that jobs which list a number of EEO and diversity related-activities in the JDF may require a more expanded approach – refer to the duty statement of the JDF for guidance.

Further information is available from the Western Australian Equal Employment Opportunity Commission website at [www.eoc.wa.gov.au](http://www.eoc.wa.gov.au).

**Thank you for your interest in this job opportunity with  
the Department of Biodiversity, Conservation and Attractions**

**Remember** if you are applying online via the [WA Government Job Board at www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) or on the Department of Biodiversity, Conservation and Attractions's website at [www.dbca.wa.gov.au](http://www.dbca.wa.gov.au) **OR** the advertisement includes advice that a hard copy application form is not required for this vacancy you are **not** required to complete the hard copy **Application for Employment Form** overleaf in order to apply for this vacancy.

## IMPORTANT INFORMATION

This document is to be completed and attached with your application i.e. curriculum vitae and statement/letter addressing the selection criteria (unless the advertisement indicates otherwise) ONLY if you are NOT applying online via

- the [WA Government Job Board](http://www.jobs.wa.gov.au) at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

Before you begin your application, we would appreciate it if you could indicate below where you **first** saw this vacancy advertised e.g. Department of Biodiversity, Conservation and Attraction website, WA Job board *Kimberley Echo* newspaper, *West Australian* newspaper, etc:

****	First saw job advertised:	
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VACANCY DETAILS	Position title:	
	Position number:	

PERSONAL DETAILS	Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Professor
	First and middle names:	
	Family name:	
	Preferred name:	
	Postal address:	
	Preferred phone no:	
	Alternative phone no:	
	If you have a disability, preferred method of communication:	
	Email address:	
	Email consent:	I agree that the email address supplied above may be used for all correspondence <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT DETAILS	Name of current agency/employer:	
	Are you currently employed in the WA public sector?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please complete the remainder of the this section below:
	Employment status:	<input type="checkbox"/> Permanent <input type="checkbox"/> Fixed-Term <input type="checkbox"/> Casual
	Classification level:	
	Award:	

TERMINATION INFORMATION	Have you ever taken a redundancy or voluntary severance payment from the WA public sector?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please indicate the re-entry date in your letter of redundancy/ severance below:
	Re-entry date:	

<b>REFEREES (PROVIDE TWO)</b>	We ask that you provide referee details with your application. However, if this is not possible, please provide the necessary details at interview (if short listed) or upon request.		
	Name:		Position title:
	Relationship to you:		Organisation:
	Daytime phone no:		Email address:
	Name:		Position title:
	Relationship to you:		Organisation:
	Daytime phone no:		Email address:

<b>ELIGIBILITY FOR APPOINTMENT</b>	<p>Are you currently employed as a ministerial officer or engaged as such on a contract for service basis? If yes, please be advised that you are ineligible and are required to withdraw from the process.</p> <p>To be eligible for permanent appointment to the WA public sector it is essential that you are an Australian citizen or have permanent resident status in Australia.</p> <p>To be eligible for a fixed term appointment it is essential that you have documentary evidence of your entitlement to live and work in Australia for the duration of the fixed term contract being advertised.</p> <p><b>Note:</b> If you are an international applicant/and/or not currently eligible to work in Australia, please visit the International and interstate applicants page on our website at <a href="http://www.dbca.wa.gov.au">www.dbca.wa.gov.au</a>. This includes information on how it might be possible for you to become eligible to work in Australia for this department.</p>	
	Please indicate your current eligibility to work in Australia:	<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Have a current working visa for the duration of the position <input type="checkbox"/> Have a current working visa, but not for the duration of the position <input type="checkbox"/> Would need to obtain a working visa to be appointed to the position. If you have a working visa, please indicate the expiry date below:
	Working visa expiry date:	

<b>APPLICANT SURVEY QUESTIONS</b>	The following information will assist us to measure how well we are meeting diversity and recruitment targets. <i>However, you do not have to answer them if you do not wish to do so.</i>	
	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
	Date of birth:	
	Are you an Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Country of birth:	
	Language(s) spoken at home:	
	Have you ever been involved with Bush Rangers WA?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please indicate below year(s) involved e.g. 2007 - 2010
	Year(s) involved:	

<b>DECLARATION</b>	<p>*I declare the above statements to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.</p> <p>I understand that appointment to the Department of Biodiversity, Conservation and Attraction is conditional upon the provision of an acceptable proof of identity and evidence of entitlement to live and work in Australia for the duration of employment.</p>	
	Signature:_____	Date:_____

\*Applicants who subsequently become aware that information they have provided is false or misleading should immediately bring this to the attention of the selection panel.