



# APPLICANT INFORMATION PACK

## ABOUT THE DEPARTMENT

The Department of Jobs, Tourism, Science and Innovation (JTISI) is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the tourism, defence, international education, science, and innovation sectors in Western Australia. The Department offers excellent career prospects in a supportive and stimulating environment.

We undertake a wide variety of activities, including

- negotiating and guiding [agreements](#) made between the government and major project (mainly resource) proponents.
- identifying, planning, and developing [Strategic Industrial Areas](#) for use by strategic and heavy industry which generates significant investment and employment for the State.
- promoting Western Australia's [defence](#) sector capability and capacity to deliver the nation's future shipbuilding and submarine programs.
- supporting and promoting Western Australia as a [tourism](#), event and business event destination.
- advising government internally on [economic policy](#).
- [project managing approvals](#) in land tenure, native title and heritage, environment and planning for major government infrastructure initiatives.
- supporting programs that celebrate the achievements of Western Australia's [science](#) community.
- assisting local businesses to [participate](#) in major Western Australian markets, and compete for [State Government contracts](#).
- supporting and accelerating [new and emerging businesses](#) to create Western Australian jobs.
- supporting Western Australia's export industries through our [global offices](#) and our [trade and investment](#) division, which specialises in linking like-minded international investors with real opportunities in Western Australia.

The Department comprises the Western Australian Tourism Commission and the following operational divisions:

- Strategy and International Engagement; which provides strategic policy advice on state development issues, leads initiatives for significant investment in large and complex projects in Western Australia, supports a network of international offices to promote Western Australia and its industries and encourages strategic investment and trade opportunities. It includes the following: Strategic Policy, Invest and Trade Western Australia and the Overseas Offices.
- Resources and Project Facilitation; which leads and assists the development and expansion of the State's resources and industry sectors, strategic industrial land investment and major infrastructure projects. It includes Project Facilitation, Strategic Projects and Infrastructure and Land Planning.
- Industry, Science and Innovation; which collaborates with industry, government, research and innovation sectors to diversify the economy and create jobs through improved local industry capabilities and participation. It also promotes WA's defence and science industries and innovation capability and capacity. It includes Industry Development, Defence West and Science and Innovation.
- The Western Australian Tourism Commission (trading as Tourism WA); responsible for promoting Western Australia as a holiday destination. Its focus is on marketing the State; developing, attracting and promoting major sporting, cultural and business events; and supporting the development of significant tourism infrastructure and projects.
- Corporate Services – provides professional advice and services across JTISI to support management and staff in the delivery of the agency's and government objectives.
- Legal Services – provides and coordinates specialist legal advice across the department.



## WORKING AT JTSI

The Department is keen to develop a diverse and dynamic workforce and welcome applications from Aboriginal and/or Torres Strait Islander people, young people, women, people with disability and people from culturally and linguistically diverse backgrounds.

At JTSI, we recognise that the experience and skills you've developed during your life are valuable. Most jobs at JTSI do not require an essential qualification as a starting point because we understand that you can transfer your skills, abilities and knowledge into a variety of roles.

## CONDITIONS AND BENEFITS

The Department has appealing employment conditions, flexible working arrangements and offers a wide range of attractive benefits that support individual needs and encourages a healthy work/life balance.

- 9.5% superannuation contribution to the fund of your choice.
- Four (4) weeks annual leave each year and up to 17.5% annual leave loading paid the first pay period in December.
- 13 weeks long service leave (LSL) on completion of 7 years' continuous service (pro-rata for part time). LSL can be taken at double pay, half pay or cashed out (conditions apply).
- 15 days personal leave per anniversary year (pro-rata for part time), to be used for sick leave, carer's leave, unplanned and planned absences.
- Three (3) public service holidays in lieu per year (conditions apply).
- Parental leave; purchased salary leave.
- Salary packaging options, including novated vehicle leases and superannuation.
- Corporate health plans offering discounted health insurance premiums with selected providers.
- Employee Assistance Program.
- An active social club offering a range of activities and events.
- Wellness Program which includes annual skin screening and flu vaccinations.
- Modern refurbished office space located opposite Elizabeth Quay, with bicycle parking and end of trip facilities.

Investment and Trade Commissioners will have access to other conditions and allowances while on postings overseas.

## ELIGIBILITY REQUIREMENTS & EMPLOYMENT SCREENING

To be eligible for the Investment and Trade Commissioner, you must be currently employed in the WA public sector and hold Australian citizenship or Australian permanent residency. Additional screening may be required as part of the selection process.

## PREPARING YOUR APPLICATION

To apply for a job at JTSI, you need to follow the instructions on the advertisement. The advertisement will advise you on what documents to provide and the maximum length requirement.

### Your cover letter

As outlined in the advertisement, your cover letter should be up to three (3) pages. It should describe your skills and experience and how they meet the requirements and capabilities in the job description form. The panel has also specifically requested you outline your vision for the role, along with your top 3 preferences for location should you be successful.



You can choose how you demonstrate your suitability in the cover letter and there is no formal requirement to address the criteria separately. However, you are encouraged to draw on your work experience and relevant and/or transferable skills and abilities to demonstrate you meet the criteria for the position. Be clear and concise, and outline your experience in the examples used, and how you contributed to the outcomes achieved.

### Your CV/Resume

Your CV/resume – recommended to be no more than four (4) pages – should outline your relevant work experience, education and training, and outline your duties and responsibilities in positions you have held and key achievements.

You may also like to include activities that you have undertaken outside of work which demonstrate experience/skills that are relevant/transferable to the advertised position.

Your CV/resume should also include contact information for two (2) professional referees, with a current line manager preferred. Please provide the name, work address, email address and contact telephone number for each referee.

Please do not provide written references with your application.

### Regional Preferences

As these roles are based overseas for the majority of the secondment/placement, the Department also requests that you specify your preferred Regional Commissioner role(s) in your cover letter.

## LOGGING YOUR APPLICATION

All applications must be submitted online via the [WA Government Jobs Board](#). However, should you experience difficulties applying online, please contact [hr@jtis.wa.gov.au](mailto:hr@jtis.wa.gov.au) for further assistance.

**Applications must be received by the closing date and time specified in the advertisement. We are not able to accept late applications.**

**It is the responsibility of applicants to ensure their application has been received on time and lodged correctly with all attachments.**

## A QUICK GUIDE TO THE RECRUITMENT PROCESS

A selection panel will be formed and may use a variety of methods to assess your suitability against the advertised job. The key steps in the recruitment process are:

- The selection panel assesses all written applications and agree on a **shortlist** of the most competitive applications.
- Shortlisted applicants are assessed further. Generally an **interview** is conducted, but other assessment methods may also be used, including a presentation, written exercise, or psychometric assessment.
- **Referee reports** will be sought for the most competitive applicants. Please notify the Department if you have concerns about us contacting your current employer.
- A **selection report** is prepared and recommendation endorsed.
- All applicants are notified in writing of the outcome. All applicants are encouraged to seek **feedback** on their application.
- A **breach claim** period of four (4) business days is activated, during which time applicants can lodge a claim against the process in accordance with the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 and Commissioner's Instruction - Employment Standard*.