



Government of Western Australia  
Department of Mines, Industry Regulation and Safety

# Applicant Information Pack

Thank you for your interest in working at the Department of Mines, Industry Regulation and Safety (DMIRS).

It is important that you read the following information as well as the job advertisement carefully when preparing your application. If you need clarification, please contact the DMIRS employee identified in the job advert.



Safety Regulation Group



Industry Regulation and  
Consumer Protection Group



Resource and Environmental  
Regulation Group



Service Delivery Group



Corporate Services Group



Strategic Business  
Innovation Group

## WHAT DOES DMIRS DO?

DMIRS works with the community to ensure high standards of safety and protection for workers and consumers, and promotes and fosters innovative industries, and enterprise.

DMIRS is committed to contributing to short and longer term outcomes for the community across our various divisions.

DMIRS is more than just an employer. People who work at DMIRS make forward thinking decisions that serve the community, making a difference for all West Australians. Read the newspaper or watch the news and you will frequently see stories resulting from the activities of DMIRS employees.

The department's mission is to support a safe, fair and responsible future for the Western Australian community, industry and resources sector.

**We lead with integrity, deliver on commitments,  
strive for excellence, and look for better ways of doing things.**

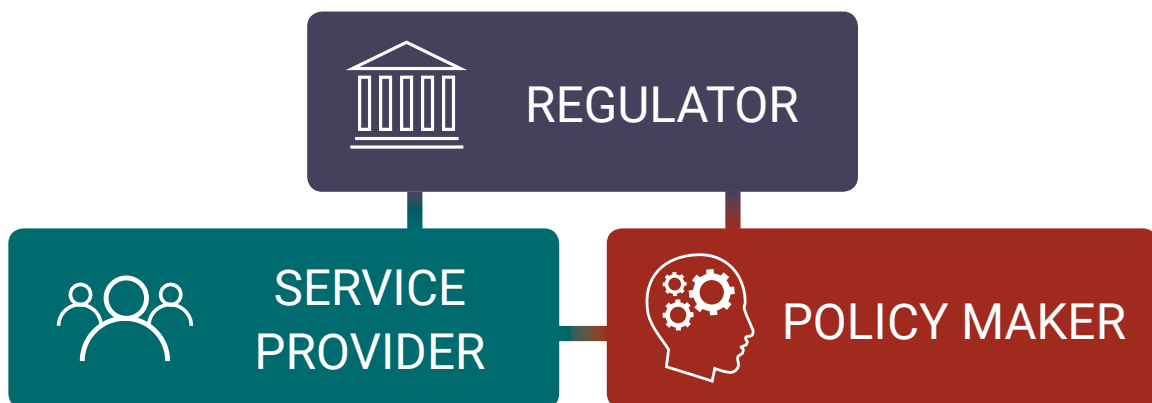
---

## PURPOSE

Supporting a safe, fair and responsible future for the Western Australian community, industry and resources sector.

---

## APPROACH



## WHAT MAKES DMIRS A GREAT PLACE TO WORK?

DMIRS offers a supportive, diverse and innovative environment, with great benefits, including:

- Great work/life balance through flexible work arrangements and generous leave options, including parental leave and long service leave after seven years of service. For more information, see the [Guide to Understanding Your Leave Entitlements](#).
- Award winning Health and Wellbeing program, including a subsidised gym facility in East Perth, annual flu vaccinations, annual health checks, skin cancer checks and motivational activities.
- Employee Assistance Program, including holistic preventative wellbeing options.
- Opportunities for professional development, including on the job and formal learning, study assistance and leave, and sponsored leadership development programs.
- An active social club, with sponsored events and activities for metropolitan locations.
- Metropolitan offices ([CBD](#), [Mineral House](#), [East Perth](#), and [Cannington](#)) close to public transport and parks.



## ARE YOU ELIGIBLE TO APPLY?

To be appointed to a position at DMIRS you need to be able to provide evidence of your right to work in Australia. Permanent appointments will require either Australian citizenship or permanent residency status. Fixed term appointments will require a valid working visa for the duration of the contract period.

Residency Status	Permanent Positions	Fixed Term/ Contract Positions
Australian Citizens and Australian Permanent Residents	Yes	Yes
New Zealand Citizens with unrestricted work rights	Yes	Yes
Temporary Residents with a valid work right	No	Yes
Temporary Residents without a valid work right	No	No

If you are unsure of your eligibility, it is important that you confirm your particular work rights with the Australian Department of Home Affairs [www.homeaffairs.gov.au/](http://www.homeaffairs.gov.au/)

DMIRS reserves the right to withdraw any offer of employment where evidence of right to work is not provided.

# Step 1 – Getting started

## PREPARING YOUR APPLICATION

It is strongly recommended that you read the job advertisement, Job Description Form (JDF) and other information carefully to determine if this is the right job for you. After you have read all the information, you may wish to speak with the contact person to learn more about the role, what projects are coming up and learn more about the team.

As different selection panels have different methods of assessing applicant's suitability for positions, the specific requirements for your application will be outlined in the advertisement.

You may be required to:

- Address specific role requirements or capabilities
- Respond to specific questions
- Submit a comprehensive résumé and covering letter

## ADDRESSING THE REQUIREMENT OR CAPABILITIES

It is important that your application clearly and concisely demonstrates your experience and achievements when answering application question/s or addressing the job requirements listed in the advertisement. This is what the panel will be assessing to determine your suitability for an interview.

It is recommended that you use the **SAO** (Situation, Action and Outcome) method to structure your examples when responding to the requirements in your application.

- **Situation** – what was the situation?
- **Action** – what did you do and how did you do it?
- **Outcome** – what was the result of your actions?

The remaining requirements and capabilities listed in the JDF will be assessed at a later stage in the process.

## ENSURE YOU READ THE INSTRUCTIONS CAREFULLY

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 for.

## YOUR NOMINATED REFEREES

All vacancies at DMIRS require two (2) current references, with at least one being your current or recent manager or supervisor. It is good practice to contact your referees before listing them so that you can confirm their availability and willingness to provide comments if required.

Referees should be able to provide comments on your previous work experience and skills in relation to the requirements and capabilities of the advertised role.

Referee checks may occur as part of the shortlisting process but are used more frequently towards the end of the process, following interviews and other forms of assessment.

If a panel member is your referee, they will need to complete the referee report prior to accessing applications to appropriately manage the associated conflict of interest. When this may occur, ensure the referee is aware you are applying to give them time to complete your reference. If the recruitment process has already commenced, you may be asked to nominate a different referee.

## SUBMITTING YOUR APPLICATION

Applicants are encouraged to apply online through the [WA Government Jobs Board](#) by clicking on the 'Apply for Job' button at the top and bottom of the advertisement.

Please ensure you have completed the following before submitting your application:

- Check your personal details (including contact information) are up to date.
- Attach all information requested in the advertisement, including cover letter, résumé, and qualifications (if applicable).
- Ensure you have adequate time to submit your application. All applications must be submitted and received by the closing time, if you have not pressed submit before the closing time, the system will not accept your application.

On submission, you will receive an email notification confirming we have received your application.

### APPLICATION TIP

Ask someone to read over your application – a second set of eyes could help pick up any errors and help you to improve your application against the job requirements listed in the advertisement.



## Step 2 – The interview process

### THE SELECTION PROCESS

Once the job advertisement has closed, the panel will assess all applications against the requirements specified in the advertisement to determine those that are most competitive.

The most competitive applicants will be contacted and invited to the next stage of the selection process, which may involve an interview or a combination of selection activities including skills assessments, presentations and providing work samples. Any assessment tools used within the selection process will relate to the role and be designed to assess your ability to meet the requirements and capabilities of the role as listed in the JDF.

### PREPARING FOR AN INTERVIEW AND OTHER ASSESSMENTS

Congratulations. You have made it through to the next stage of the recruitment process. You may be invited for an interview or asked to complete other assessments. The process and assessments to be undertaken in this recruitment and selection process will be provided to you in advance so you know what to expect.

You will be asked to bring along identification and any other documentation required for the role, such as original copies of qualifications. Make sure these are available to bring with you on the day.

In preparation for your interview, we encourage you to:

- Review the JDF and think about your experience and how this will be relevant to the role.
- Brainstorm examples of your previous experiences that can demonstrate your skills and experience to meet the requirements of the role.
- Make notes. Write down some relevant examples against the job requirements and capabilities listed within the JDF and bring these along to help you.

DMIRS is committed to providing equal employment opportunities for people with disability. Please advise the panel if you require any assistance or reasonable adjustments to be made, to allow you to compete on an equal basis.

### ON THE DAY OF INTERVIEW AND OTHER ASSESSMENTS

On the day of your interview, the following points may be helpful for your preparation:

- It is recommended that you arrive for your interview 15 minutes early. If you encounter any delays, make contact so the panel are aware, or can reschedule your time.
- You have the option to bring along notes for yourself and a copy of your résumé for your reference.
- You may be allocated reading time, where you will be able to view the interview questions and make notes, which you can take with you into the interview for reference. You may also be asked to complete a work-related assessment as part of the process.
- Do not assume that the panel members know about your suitability for the role, even if you have worked with them previously.
- Take time to answer each interview question clearly and concisely. Do not hesitate to ask for clarification when required.
- Remember that you will also have the opportunity to ask the panel any questions you may have at the end of your interview.
- Take a deep breath and try to stay relaxed and focused. Remember, the panel have all been through a similar process before, so they understand how nervous you may be.

### THE SELECTION PANEL

The panel will usually consist of three, but can include up to four members. In addition to this, there could also be an external consultant present during the interview to document the process. It is likely that the panel members will also take individual notes for their reference.

## Step 3 – What happens next?

### PRE-EMPLOYMENT REQUIREMENTS AND FURTHER ASSESSMENTS

All appointments at DMIRS require a satisfactory National Police Clearance which is organised at the cost of the department. A previous criminal conviction or pending charges will not necessarily preclude you from appointment, however the relevance and seriousness of the offence will be taken into account when assessing your suitability for employment with the department. All applicants will be treated fairly, equitably and in accordance with the principles of procedural fairness. Any action taken will be documented in a transparent manner, which is capable of review.

Dependant on the role, other pre-employment requirements can also include;

- Medical assessment
- Hearing assessment
- Conflict of Interest declaration
- Tropical Basic Offshore Induction and Emergency Training
- Western Australian 'C' class driver's license
- Q fever vaccination
- Psychometric assessments
- Working with children check

Any pre-employment requirements for the role will be listed in the advertisement and job description form. Refusal to undertake any of the pre-employment checks will result in the candidate withdrawing from the process.

### OUTCOME AND FEEDBACK

After the panel's final recommendation on the selection process has been made and endorsed, all applicants will be notified of the outcome by email and be provided the opportunity to seek feedback on their application.

Regardless of whether you were successful or not, we strongly encourage you to obtain feedback from the selection panel. This feedback could help you improve your application so you are more competitive in future job opportunities, or provide you with some direction on other career development opportunities. We encourage you to telephone the nominated feedback person within a few days of receiving notification.

### FAIR AND EQUITABLE RECRUITMENT

DMIRS is committed to meeting the [Commissioner's Instruction – Employment Standard](#), which outlines the minimum standards of merit, equity and probity that must be met by the department when filling a vacancy. There is a period of four business days during which you can lodge a [breach of standard claim](#).

If you believe there has been a breach of the Employment Standard, we recommend that you contact the department to discuss your concerns in the first instance. It is important to understand that disagreeing with the selection outcome on the basis of your competitiveness for the role is not grounds for submission of a breach of standard claim.

### FINALLY

If you would like to be notified of any upcoming vacancies within the department, you can register through the [WA Government Jobs Board](#) to receive job alerts. This registration can be customised to the particular industry/field you are interested in.

You can also follow DMIRS on LinkedIn to keep up to date with current projects and career opportunities within the department.

Thank you for your interest in working at DMIRS. We wish you the best of luck with your application and future career.