Connecting the people of Western Australia via road, rail and ferry is what we are all about

About the PTA

WA's public transport system is recognised as the best in Australia and is one of the most efficient, clean and safe networks in the world.

At the Public Transport Authority (PTA), we provide the integrated delivery of train, bus and ferry services throughout the state. We are also responsible for designing, building and maintaining the transport infrastructure.

Every day, hundreds of thousands of people rely on us to get them where they need to be. And whilst we have sophisticated trains, buses and ferries, our most important resources are the people who work here.

If you'd like to be an integral part of our team in working for the PTA, we'd love to connect with you.

That's why we've put together this application package to improve your chance of success. Please read this carefully and follow the information provided.

Working in a large organisation that is growing to meet our customers' needs and expectations we offer excellent job security and stability. Our commitment to providing a reliable service for our passengers means you will have the opportunity to contribute to a public service that many West Australians interact with on a daily basis.

We provide a friendly and professional working environment and other benefits include:

- Training and career development opportunities
- Health and wellness programs
- Subsidised corporate apparel and spectacles
- Salary packaging
- Access to a range of flexible working conditions
- 9.5% superannuation to your choice of provider

The PTA is an Equal Opportunity Employer and we pride ourselves on having a diverse workforce from many cultural backgrounds. We encourage all applicants who have the right skills to apply for our vacancies.

Please submit your application online at **www.jobs.wa.gov.au** and make sure you have a current/valid email address.

We recommend that you register with Jobs WA. Click on the login icon 'Not registered?' and follow the links.

You will then need to complete the online questions and attach your documentation. Be sure to allow yourself enough time, because applications cannot be accepted after the closing date and time specified in the advertisement.

We'll send you an email confirming the date and time your application was received as well as an application reference number. This email will also specify any attachment that was submitted with your application.

If you don't receive a confirmation email within 24 hours, please contact the recruitment team at jobs@pta.wa.gov.au.

Eligibility to apply

For permanent appointment to the Western Australian Public Sector, you need to be an Australian citizen, or have permanent resident status in Australia.

For a fixed term appointment within the public sector, you will need documentary evidence of your entitlement to live and work in Australia for the period of the contract.

If you are on a temporary working visa or bridging visa please ensure you specify this in your application.

Submission of formal qualifications

Where applicable, you will need to provide proof of any formal qualifications before an appointment is made.

Further requirements

You may also be required to satisfactorily complete the following:
- Integrity check (Ad hoc integrity screening may also be undertaken throughout your employment with the PTA)
- National Police Certificate (less than 3 months old)
- Reference checks
- Psychometric assessment
- Pre-employment health assessment

First impressions count

A well-written application is an important step towards convincing a selection panel you deserve to be considered further. Here are some simple guidelines to help you effectively plan your application:

1. **Get in touch with the contact person**

   All advertised positions provide a contact name and phone number. We strongly recommend that you discuss the details of the vacancy with the contact person before making your written application.

2. **Update your resume**

   Your resume should be as up-to-date as possible, with your most recent work history and other relevant information. It should also include two current work-related referees for the selection panel to contact.

3. **Address the requested selection criteria and/or submit a covering letter outlining your suitability to the role (please check the advertisement to determine what has been requested).**

   The selection criteria are the skills, knowledge and experience you'll need to fill the position. By addressing the selection criteria with examples of your relevant experience will demonstrate to the panel your suitability for the position.

   If the advertisement says only a covering letter is required, be sure that your letter includes details of all your relevant skills and experience related to the job.

Application checklist

When applying for a job with the PTA, please ensure you have the following:

- An active email account;
- A copy of your current resume;
- A written statement addressing the selection criteria OR a covering letter where requested; and
- Proof of any formal qualifications

After you've submitted your application

After the closing date, a selection panel will be convened and agree on a shortlist of the most competitive applicants. These applicants will be notified for further assessment or interview.

If shortlisted for further assessment, you may be asked to demonstrate your ability to meet all essential criteria and special requirements listed in the JDF.

The panel will then determine the most suitable and preferred applicant for the position and an email will be sent advising you of the outcome of the recruitment process. If you are not successful, you have the opportunity to seek feedback and may request a review of the selection process under the Public Sector Standards in Human Resource Management – Employment Standard.

For more information about the Standards, please visit the Public Sector Commission website at **www.publicsector.wa.gov.au**.

We wish you success with your application!

CONNECTING PEOPLE AND PLACES