

# Applicant Information Kit

## Trainee Fisheries and Marine Officer



### About Us

In July 2017 the new Department of Primary Industries and Regional Development was formed as part of the Western Australian Government's Machinery of Government changes. This has provided a unique opportunity to fully integrate the former departments of Agriculture and Food; Fisheries; and Regional Development, together with the staff from our State's nine Regional Development Commissions. For more information about the Department, please visit our website: [www.dpir.wa.gov.au](http://www.dpir.wa.gov.au)

We are an equal opportunity employer, committed to the principles of equity and diversity. We actively recruit, employ and support women, people with disabilities and people from culturally diverse backgrounds. We have a number of women in senior management positions and working in the field as Fisheries and Marine Officers (FMOs).

### The recruitment process

Given the volume of applications received for FMO positions and the extensive selection process undertaken (which generally takes two to four months to complete), it is not cost effective to advertise each and every vacancy as they arise. Instead, we conduct the selection process every one or two years, with suitable persons placed in an appointment pool. Over the next 2 years, people in the pool may be offered a Trainee FMO position, as they become available.

There are many stages involved in selecting the most suitable people for Trainee FMO positions. The assessment process is summarised below:

1.	Applications are received on-line and assessed by the selection panel.
2.	Shortlisted applicants undergo on-line psychological profiling and cognitive assessments.
3.	Shortlisted applicants attend a first round interview, generally held in the Perth metropolitan area. Successful regional or inter-state based applicants may be interviewed by video conference call.
<b>Note: Applicants shortlisted for the remaining stages are required to attend in person (in the Perth metropolitan area) and are responsible for covering any travel and accommodation costs incurred;</b>	
5.	Shortlisted applicants attend a behavioural interview
6.	Shortlisted applicants undergo medical, fitness and swim assessments
7.	Shortlisted applicants participate in an assessment centre which will include practical exercises, job simulations and role-plays
8.	References checks are undertaken
9.	A final list of recommended candidates is compiled, proposed and endorsed
10.	Applicants are advised whether they were successful for placement in the pool
11.	4 day period for unsuccessful applicants to lodge a claim for breach of the Employment Standard
12.	Appointments made from the pool and training commences

If short-listed, you will be required to provide an Australian Federal Police clearance prior to appointment, so that we can ensure there is no criminal conviction that may preclude you from appointment.

Making it into the appointment pool does NOT deem you to be an employee of the Department until such time as you are offered and accept a fixed term contract or permanent appointment to a specific vacancy. **Appointment to the pool carries no guarantee of future employment.**

## Physical testing

To make sure that you have the capacity to meet the physical requirements for FMOs outlined below you will need to participate in pre-appointment medical tests and physical fitness assessments as part of the selection process.

The tests are designed to measure your physical fitness level so that we can understand your ability to operate in adverse working conditions. They are also designed to rule out any prior injuries or conditions that may pose an occupational safety and health risk to you or your colleagues in the future.

The pre-appointment medical assessment involves you participating in a full examination, carried out by a qualified medical practitioner. The medical examination also includes an eyesight test and colour vision (ISHIHARA) test to ensure that you meet marine safety qualification requirements.

The **physical fitness** assessment includes:

- Standing broad jump
- Body composition
- Multi-stage fitness test (Shuttle run/Beep Test)

We also require you to undertake a swimming assessment to ascertain your physical capabilities in the marine environment. The assessment is to ensure that, as an FMO, you will have the ability to rescue your colleagues or members of the public from the water and survive in the water yourself, in the event of a marine incident.

The **swimming** assessment includes:

- Swimming 400 metres freestyle in less than 12 minutes (without fins);
- Diving to 3 metres and raising a weight of 1.5 kilograms to the surface and holding there for 2 minutes;
- Treading water for 15 minutes, with your hands (not arms) removed from the water for the last 2 minutes;
- Diving to 5 metres (or deepest available equivalent) with the aid of mask and fins, retrieving an object from the bottom, swimming across the bottom with the object for 5 metres, depositing the object and returning to the surface; and
- Towing an inert person for 100 metres with the aid of fins in less than 4 minutes (inert person is to provide absolutely no assistance).

**Now that you know the physical requirements that will be assessed as part of the recruitment process, it is recommended that you carefully consider the decision to proceed with your application.**

## Employment Standard

DPIRD is committed to ensuring that all of our recruitment decisions meet the minimum standards of merit, equity and probity established by the Public Sector Commissioner under the Employment Standard. We follow four key principles in our recruitment processes – Merit, Equity, Interest and Transparency. For further information please visit: [PSC Commissioners Instruction No 1](#).

Unsuccessful applicants who believe we have not maintained this standard in our recruitment process will have four days at the end of the process to lodge a breach of standard claim. For more information please visit the [Public Sector Commission Website](#).



# Preparing your application

## Before you start!

Please read the Job Description Form (JDF) and the ***Becoming a Fisheries and Marine Officer*** document thoroughly to gain a better understanding of the position and the work-related requirements.

Please also read the job advertisement carefully and follow the application instructions to determine the appropriate format and content for your application.

## Get writing!

1. Prepare a current resume (no longer than 3 pages please), including the details of two referees;
2. Provide a copy of your current drivers licence, accepted in WA, that enables you to undertake fieldwork;
3. Include copies of any other qualifications/certificates relevant to the job (this may include dive tickets, Recreational Skippers Ticket or any other Maritime or Marine qualifications that you hold). These are not essential for the job but help tell us a bit more about you and your interest in the role.
4. Prepare a cover letter (**no longer than 3 pages**), demonstrating how your skills, knowledge and experience relate to the following requirements within the Job Description Form:
  - **Work related requirement 1:** Demonstrated ability to negotiate and resolve conflict whilst engaging in potentially difficult, volatile and stressful situations.
  - **Work related requirement 2:** Demonstrate sound judgement and model high standards of behaviour
  - **Work related requirement 3:** Demonstrated literacy and numeracy skills with the ability to present accurate information in a logical and meaningful manner
  - **Special requirement:** Demonstrated interest in operating small vessels and 4WD vehicles

**TIP:** When preparing your cover letter, use each listed requirement as a heading and outline your claims and experience separately against each.

Everyone who applies claims they have the skills required, so make sure you **demonstrate** to us that you do. You can strengthen your claims to have higher level experience, knowledge, skills and abilities in relation to each work-related requirement by **detailing** an example or scenario that **demonstrates** the level of knowledge and skills you were required to use to reach a desired outcome. Consider using the term “For example” to commence your written explanation of how you dealt with what happened.

Include:

<b>W</b>	What happened
<b>H</b>	How you dealt with it
<b>O</b>	Outcome – what was the result



## Submitting your application

Applications must be lodged online via [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). The job advertisement will have an 'Apply for Job' button, where you can complete the Application for Advertised Vacancy Form, answering all the questions, and upload your supporting documents as outlined above. **No other method of lodgement can be accepted**

If you experience any difficulties in lodging your application using the [jobs.wa.gov.au](http://www.jobs.wa.gov.au) website, please contact the Recruitment Officer on (08) 6552 1835 during business hours.

It is your responsibility to ensure your application is submitted and accepted before the published closing time. Applications received after the closing time and date are unable to be accepted.

***Please make sure you allow plenty of time to prepare and submit your application.***

## What happens next?

If you are shortlisted, you'll be contacted by us to discuss the next stage of the assessment process. If you haven't been shortlisted, we will email you to let you know that your application was unsuccessful.

If you choose to withdraw your application prior to the closing date, you can do this via your [jobs.wa.gov.au](http://www.jobs.wa.gov.au) account. If you choose to withdraw your application after the closing date, please contact the Recruitment Officer on (08) 6552 1835 during business hours.

## Feedback and the Review Period

At the conclusion of the selection process, you will be notified of the outcome via email and you are encouraged to seek feedback. This information may be valuable to you when you are looking for future job opportunities.

The Department utilises a four (4) day review period whereby unsuccessful applicants may lodge a formal application for a review of the process, if they are of the opinion that the Employment Standard has been breached.

It is important to note that lodging a breach claim does not provide for a review of the outcome to be undertaken on the grounds that you consider that you were more competitive than the selected applicants(s) it is to review the selection process itself.

**Thank you for your interest in working with us at DPIRD and good luck with your application!**

