



Government of **Western Australia**
Energy Policy WA

Application Information Pack



Working together for a **brighter** energy future.

Energy Policy WA

Our Vision

To be a world class energy agency, leading Western Australia's energy future.

Our Purpose

To deliver innovative and quality advice and initiatives that shape the energy sector for the benefit of Western Australians now and into the future.

Our Strategic Focus

- Improving outcomes for Western Australia's energy customers.
- Leading Western Australia's energy transition.
- Engaging with strategic partners.
- Developing our people and culture.

Our Values



Integrity

We do the right thing, because its the right thing to do.



Leadership

We empower others and ourselves to succeed.



Excellence

We deliver innovative and outstanding work.



Collaboration

We communicate and work with others to achieve the best outcomes.



People

We respect and support each other.

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Applicant Information Pack

Working at Energy Policy WA

Energy Policy WA was established on 5 September 2019 as a standalone sub-department of the Department of Mines, Industry Regulation and Safety.

Energy Policy WA is responsible for the delivery of energy policy advice to the Minister for Energy to assist government in making well-informed decisions that contribute to the supply of secure, reliable, sustainable and affordable energy services to Western Australian households and businesses.

Energy Policy WA is also responsible for supporting the delivery of government's Energy Transformation Strategy (Strategy) and the statutory functions of the Coordinator of Energy, as set out in the Energy Coordination Act 1994, the Emergency Management Regulations 2006, the Wholesale Electricity Market (WEM) Rules and the Gas Services Information (GSI) Rules.

By starting your career with Energy Policy WA, you will contribute to shaping and influencing government decisions, build professional networks and actively contribute to the supply of secure, reliable, sustainable and affordable energy services to Western Australian households and businesses.

For further information about what we do, we encourage you to have a look at <https://www.wa.gov.au/organisation/energy-policy-wa>

Conditions and Benefits

Energy Policy WA's employment conditions offer a wide range of attractive benefits that support individual needs and encourages a healthy work life balance, these include:

- Flexible working hours, including part time and job share options;
- Generous leave entitlements, including:
 - Four (4) weeks annual leave;
 - 13 weeks long service leave on completion of seven (7) years continuous service (pro-rata for part time). LSL can be taken at double pay, half pay or can also be cashed out (conditions apply);
 - 15 days personal leave per anniversary year, to be used for sick leave, carer's leave unplanned and planned absences;
 - Paid parental leave (after 12 months of service);
 - Three (3) public service holidays to be used each calendar year (conditions apply); and
 - The option to purchase up to an additional 10 weeks leave per calendar year.
- Corporate health plans offering discounted health insurance premiums with selected providers;
- Ongoing support to employees through the Employee Assistance Program;
- Wellness Program which includes flu vaccinations and other health initiatives;
- Salary packaging options, including novated vehicle leases and superannuation.
- Perth CBD location

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Learning and Development

Energy Policy WA is committed to the ongoing learning and development of our employees. Our support includes:

- Access to paid and unpaid study leave (conditions apply);
- Acting opportunities;
- Online learning through Click2Learn;
- Professional development;

How to Apply

We strongly encourage you to read the information contained within the job advertisement, the Role Statement and the Information Pack to give yourself the best chance of success with your application. For specific information about the position or enquiries during the process, please contact the person nominated in the job advertisement.

If you have any queries about lodging your application, please email EPWA-HR@energy.wa.gov.au.

Step 1: Ensure Eligibility

To be eligible for permanent appointment to the WA Public Service, it is essential you have:

- Permanent residency status in Australia; or
- Are a New Zealand citizen with a Special Category Visa. A New Zealand citizen who enters Australia on a current New Zealand passport is granted a Special Category Visa which enables them to remain indefinitely in Australia with unrestricted work rights.

Applicants that do not meet the above requirements will only be eligible for employment opportunities of a fixed term appointment nature.

If successful, the Department will request a copy of your passport so your visa status can be confirmed.

Public Sector employees who have accepted a voluntary severance are not eligible for appointment up to the re-entry date stated on their deed of severance.

If you are found suitable or you are recommended for an appointment at Energy Policy WA, your appointment will be subject to a satisfactory National Police Clearance.

Step 2: Prepare your Application

To determine that you have the right knowledge, skills and experience for the role:

1. Look at the Role Statement;
2. Look at the Capability Framework; and
3. Look at the advertisement.

Once this has been determined you can start your application.

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Most of our roles require you to submit a curriculum vitae (CV) as well as address specific questions.

Your CV should be up-to-date and will need to include a description of your relevant work experience preferably starting with the most recent periods (include dates). If possible, include a brief description of your duties and responsibilities for each job and, outline your key achievements for each role. In addition, your CV should include your education and training. 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.

Nominate two referees (preferably recent supervisors) who can comment on your skills, abilities, depth of experience and work performance. Referees will often be required to return completed reports within one week of your interview, therefore it is important to keep your referees informed during the process. Please do not provide written references with your application.

Step 3: Submit your Application

To apply for the vacancy please click the 'Apply for this Vacancy' button at the end of the advertisement on www.jobs.wa.gov.au. This will take you through a number of questions and steps. Remember to click the 'Submit' button at the end of your application.

When you are ready to submit your application, please check to ensure that you have actioned the following items before lodging:

- Prepared the relevant information requested in the job advertisement
- Completed any form/s attached to the advertisement
- Saved the necessary documents (e.g. form/s, Cover Letter, CV) ready for uploading in MS Word (.docx) or PDF file formats only.

Closing date:

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 **cannot** be accepted.

It is strongly recommended that you allow ample time to prepare and submit your application.

Step 4: Selection Process

Energy Policy WA is committed to undertaking a 'proper assessment of merit' to ensure that the most suitable people are appointed. At all stages in the recruitment process the panel will be determining suitability based on a thorough assessment of the applicant's ability to meet the capabilities outlined in the Role Statement. All recruitment decisions will be transparent and capable of review. All recruitment, selection and appointment processes are in accordance with the Commissioners Instruction 1: Employment Standard, as outlined in the Public Sector Standards in Human Resource Management.

The panel will assess all applications and agree on a 'shortlist' of the most competitive applicants. If you are considered suitable at shortlisting, you will be advised on what the next step in the process will be. This may include an interview and/or another form of assessment (e.g. work sample test, presentation, group exercise). In each case, the panel will assess your suitability to the position using the essential capabilities and any other role specific requirements contained in the Role Statement.

At all times throughout the selection process applicants will be kept informed either through email or telephone.

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Step 5: Notification to applicants

Once a decision has been made by the selection panel and the process has progressed through the necessary approval points, all applicants will be notified advising the outcome of the selection process.

In most cases, if you have been unsuccessful, you will be advised by email and be given the opportunity to seek feedback from the panel. You will also receive notification of the breach process and the process by which to apply, should you believe the Employment Standard has been breached.

You will have a minimum of four (4) working days to apply for a breach of standard claim and will need to lodge this claim in writing stating how you believe the Standard has not been applied.

Please note, recommendations to positions, are always subject to a breach period and your appointment will not be confirmed until the end of the four (4) day breach period (or longer if the letter states).

**Thank you for your interest in working for
Energy Policy WA and good luck you're your application!**

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