



Government of **Western Australia**
Department of **Treasury**

2022 Vacation Programs

Application Information



Come work with us at WA Department of Treasury!

The Treasury Vacation Programs are a structured learning and development program that runs for six weeks in summer (from 10 January 2022 to 18 February 2022) and four weeks in winter (from 20 June 2022 to 22 July 2022). The Vacation Programs are targeted at students in their penultimate or final year of study and presents a great opportunity to experience working at Treasury before applying for the Treasury Graduate Program.

Program Highlights:

- Valuable work experience in one of Treasury's four business units:
 - Economic;
 - Infrastructure and Finance;
 - Office of the Deputy Under Treasurer; or
 - Strategic Policy and Evaluation.
- Exposure to high-profile government projects and the opportunity to build your professional networks and develop your understanding of the public sector and central government.
- Extensive support network comprising supervisors, colleagues and a buddy as part of the Treasury Young Professional Program.
- Paid internship opportunity with flexible working conditions and central Perth CBD location.
- You will be well positioned to apply for the Treasury Graduate Program upon completion of your studies.

The Vacation Programs are open to university students currently undertaking a minimum of an undergraduate degree in any discipline relevant to Treasury's work (particularly Accounting, Actuarial Studies, Business/Commerce, Data Science, Economics, Finance, Law, Mathematics, Political Science, Public Policy or Statistics) with an academic status of good standing. To be eligible to apply for the Vacation Programs, you must be an Australian citizen or permanent resident.

Before applying, we strongly encourage you to read the information in the job advertisement, the Role Statement and the Level 1 Capability Framework for the best chance of success with your application.

This process may be utilised to fill any similar permanent or fixed term opportunities (full-time or part-time) at this level that may arise in the next 12 months.

If you require more information about the position or recruitment process, please contact Michelle Moss, Senior Talent Partner at recruitment@treasury.wa.gov.au.

Please note that under no circumstances late or pro forma applications will be accepted.

Application Dates and Process

Applications Open: Monday, 20 September 2021

Applications Close: Sunday, 10 October 2021 (11.59pm WST)

Online Cognitive/Behavioural Assessments: Tuesday, 19 October to Sunday, 24 October 2021

Interviews: Tuesday, 26 October 2021

Successful Applicants Notified: Friday, 12 November 2021

2022 Summer Vacation Program Commencement: Monday, 10 January 2022

2022 Winter Vacation Program Commencement: Monday, 20 June 2022

Step 1: Online Application Form

To determine whether 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.

Complete the online application form through www.jobs.wa.gov.au by clicking the 'Apply for Job' button on the advertisement. You will be asked to answer a number of questions which will determine your suitability for the program including if you would like to be considered for one Vacation Program or both.

You will need the following documents to upload to the online application form:

- Attach a one-page cover letter (in Word or PDF format) outlining why you are interested in the Treasury Vacation Program and how you align to Treasury's values of solutions focused, committed people, working collaboratively and making a difference.
- Submit a comprehensive CV (in Word or PDF format) that details your work experience, relevant projects and achievements.
- Attach a copy of your current official academic record, which demonstrates an academic status of good standing.
- Attach evidence of your Australian citizenship or permanent residency.
- Provide two referees (either current or previous supervisors).

If you don't provide the above required documentation with your application, you will not meet the eligibility requirements and will not proceed to the next step in the recruitment process.

Step 2: Online Cognitive and Behavioural Assessments

At the same time, you will also be emailed a link to complete a Behavioural Assessment. This assessment takes approximately 10 minutes to complete and is not timed. Once completed, you will be emailed another link to complete a Cognitive Assessment. This assessment is timed, and you will need to complete it in 12 minutes. It is important that you have reliable internet access and uninterrupted time to complete both assessments.

Step 3: Interview Stage

The interview will be approximately 15 minutes in duration, and you will be asked a series of questions about your current studies, any current or previous work experience and questions around Treasury's values.

If after interview, you are found suitable, Treasury will contact your two nominated referees who will provide referee reports to verify your capabilities. You will also be emailed a link to complete a Criminal Record Screening. Treasury will conduct a criminal screening process from an online consent form that you will be sent if you are shortlisted for interview. Results from the screening may affect whether fixed term appointments are offered and will be treated with full confidentiality.

Step 4: 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. Successful applicants will be notified by Friday, 12 November 2021.

If you have been unsuccessful, you will be advised by email and be given the opportunity to seek feedback from the panel.

We wish you the best with your application and look forward to the opportunity to welcome you to Treasury. For more information about a career with Treasury, visit

<http://www.wa.gov.au/treasury/graduates>