



Department of **Planning,  
Lands and Heritage**

# 2023

# Graduate Program Application Guide

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

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This document is available in  
alternative formats on application to  
the Department of Planning, Lands  
and Heritage Communications  
Branch.

# Am i eligible to apply?

To be eligible for a placement on the graduate program you need to:

- Be an Australian citizen or have permanent resident status in Australia. Applicants must be able to provide proof of residency prior to appointment.
- Have recently completed a relevant University degree in the 2021 calendar year or be currently studying and due to complete your degree by December 2022.





# Step 1

## - Getting started

### First impressions count

#### Preparing your application

A well written application is the first step towards convincing a selection panel that you deserve to be considered for the role.

- Speak to the contact person listed on the advert; find out more about the role before finalising your application.
- Research the department and what we do. Have a look at our website, relevant publications and industry news to get a better idea of the type of functions we are involved in.

- Update your curriculum vitae. This is a summary of work and study you have done that relates to the position. You can include recent work history, relevant achievements and if possible details of (up to two) work related referees.
- Contact your referees to ensure they are happy to provide a report on your behalf, before you list them in your application. Let them know what job you are applying for, give them a copy of your written application so they can prepare their comments in the context of the role.
- Remember to check the closing date and time for the job, as the onus is on you to ensure it is lodged correctly with all attachments and is **received on time!**

To be considered for the next step of the recruitment process you need to ensure that your application is competitive and stands out from the others. To do this:

- Draw on your own experiences and provide details of relevant and/or transferable skills and abilities that would help you in the position.
- Include examples from any previous work history that best illustrates how your skills and abilities are related to the role.
- If you haven't had work experience outside university, you can provide details of how your university studies have provided you with the relevant skills to undertake the role.
- If you have been involved with relevant professional societies and can show that you have worked with community groups at a high level, that would also demonstrate some transferrable skills.

#### What to include in your application

To apply for this opportunity please include the following in your application:

- A current curriculum vitae that summarises your academic and work experience.
- A two-page covering letter outlining why you are interested in the Graduate Program and how your skills and experience are relevant to the position. You can refer to role in a work, committee or project situation that demonstrates your capabilities.
- Contact details of two referees who can comment on your skills and abilities relevant to the role.
- A copy of your academic transcript and evidence of your degree (completed in the current calendar year) or evidence of partial completion (if currently studying).



## Lodging your application

You can apply for a graduate position via the job ad posted online at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

Please ensure you have saved your documents in MS Word or PDF format and allow plenty of time to submit your application to allow for unanticipated problems, as late, emailed and proforma applications will not be accepted.

# Step 2 - shortlisting and interview

It will be the responsibility of the selection panel to assess your application to determine whether you will be selected (shortlisted) for the next phase of the recruitment process. The panel will consider all the elements and information gathered through the recruitment process to determine the most suitable applicants. After assessing the applications, you may be invited to attend an interview.

At the interview, the panel may ask you questions about your background and your interests, get you to respond to a case study, undertake a role play or give a presentation. Whatever process the panel adopts, they will ensure it relates to the graduate program requirements.

## Preparing for the interview

This part of the process looks more at who you are and how you respond to situations related to the role(s) you have applied for. If you would like to prepare you can:

- Run through a few example questions aloud. This will help you articulate your conversation flow and help you remember certain points you want to highlight.
- Make sure to research the company!
- Write down all the amazing things you've done, describe your excellence. Put/save them somewhere you can refer to them during recruiter chats or interviews. Keep your confidence up!

You may find the following points useful to keep in mind when attending the department:

- Don't be late, be on time for this part of the process;
- Dress appropriately;
- Take your time to answer interview questions. Present your answers clearly and concisely and where possible, relate your answer to relevant past experiences;
- Feel free to bring a copy of your application and any notes that you have prepared to assist you in the interview.





# Step 3

## - what happens next?

Following the interview process, the panel will consider all the information gathered to determine which applicant(s), best meet the selection criteria and the business and diversity needs of the agency.

All applicants will be notified of the outcome electronically.

### Feedback

If you are not successful, you will be given the opportunity to obtain feedback regarding your application. You are encouraged to telephone the contact person for feedback. This information may be valuable to you as it may help you improve your application for when you are looking for future job opportunities.

### Breach process

The recruitment process should comply with the employment standard as outlined in the Commissioner's Instruction. If you are unsuccessful and are of the opinion that the employment standards have not been met, you may lodge a formal application for a review of the process. For more information about the standards, please visit the Public Sector Commission website at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

It is important to note that the regulations do not provide for a review of the process to be undertaken on the grounds that you consider that you were more competitive than the selected applicant(s).

### Additional information

For specific information about our graduate program, please contact **Alex Harrison on (08) 6551 9420**

Good luck with your application!