Government of **Western Australia**
Department of **Health**
Institute for Health Leadership

2023 WA Health Graduate Development Program

Application Information Package

The Recruitment Process

We aim to be fair and equitable in our recruitment decisions and match applicant's skills, knowledge and abilities with the work related requirements of the job and the needs of the Department, work group, customer and community.

Decisions will be made in accordance with legislative requirement, including Equal Employment Opportunity and the Public Sector Employment Standard. All decisions are open to review.

The minimum standard of merit, equity and probity is met if:

- a proper assessment matches a candidate's skills, knowledge and abilities with the work related requirements of the job and the outcomes sought by the public sector body, which may include diversity.
- the process is open, competitive and free of bias, unlawful discrimination,nepotism or patronage.
- decisions are transparent and capable of review.

How To Apply

For specific information about the position, the process or lodging your application, please email Graduate.Development@health.wa.gov.au or phone (08) 9222 4033.

Step 1: Ensure Eligibility

WA Health is committed to building a workplace culture that values diversity and inclusion. We are actively looking for recent university graduates from any of the following diversity groups to be a part of our 2023 intake:

- People who identify as Aboriginal or Torres Strait Islander
- People with disability
- People 24 years and under

As a measure to achieve equality, Section 51 of the Equal Opportunity Act 1984 applies. Aboriginal graduates are encouraged to apply.

To increase opportunities for graduates with a disability, Section 66 of the Equal Opportunity Act 1984 will apply.

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Step 1: Ensure Eligibility continued

Eligibility Criteria:

- Successful completion of a recent tertiary qualification, with a completion date (not graduation ceremony date) between January 2021 and December 2022. The tertiary qualification must be a minimum of an undergraduate degree.

- Achievement of a minimum Weighted Average Mark of 65% and above for the tertiary qualification. Section 51 will be applied to this criterion for Aboriginal applicants. Section 66 will be applied to this criterion for applicants with disability.

- Be a newly qualified graduate (undergraduate or post-graduate qualification) with no more than 12 months full-time employment experience post-graduation relevant to your qualification by the commencement of the Graduate Development Program.

- You must be an Australian citizen by the end of the calendar year in which you apply, e.g. become an Australian citizen by December 2022.

Applicants graduating mid-year 2023 are encouraged to apply for the 2024 program.

Finance and Business Stream applicants should also be eligible for the accredited degree pathway for the CA/CPA program.

Step 2: Read the Job Description

The role requirements are outlined in the job description and provide an overview of the role, key responsibilities and the capabilities that your application will be assessed against during the process.

Step 3: Prepare Your Application

Once you have determined that you have the right qualifications, knowledge, skills and experience for the role you can start your application.

Your entire application is to be completed online through the Graduate Program Website. Please click the 'Apply for Job' button at the end of the advertisement. This will take you through a number of questions and steps. Remember to click the 'Submit' button at the end of your application and save as you go.

Step 4: Begin Your Application

4.1 Answer the Online Questions

Please ensure you answer all the online questions. We will ask you:

1. About your work/volunteer experience
2. About your strengths and attributes
3. About your areas of interest
4. To tell us how you have demonstrated the capabilities in our selection criteria

4.2 Answer the Application Questions

To determine your suitability for the role you will be required to answer questions to demonstrate a number of capabilities. It is recommended that your application clearly articulates how your qualifications, knowledge, skills and experience (university, work, volunteer, school, sporting or community organisation) address these.

It is recommended that each application question response is limited to no more than 300 words.

Tips:

1. Do your research. Learn as much as you can about WA Health and work this knowledge into your response. Get familiar with our Vision, Mission, Values and Key Priorities.

2. Unpack each application question – e.g. Highly developed organisational skills including the ability to prioritise and meet deadlines.

- What are organisational skills? What kind of tools or techniques can you use? List them out in your response.
- Ability to prioritise - Do you make to do lists? Do you utilise prioritisation principals?
- Ability to meet deadlines - How did you use your organisational and prioritisation skills to meet a deadline? Use this example to tie everything in.

3. Addressing the application question is essential when applying for any job in the public sector. The STAR approach may help you to demonstrate how you meet the application question and provide structure for your responses.

Situation   **Task**   **Action**   **Result**

Tips:

Situation
10% of your response

Describe a specific event or situation that you were in. The who, what, where, when etc.

Task
20% of your response

Explain the task you had to complete, highlighting specific challenges or constrains (deadlines, issues, costs etc.)

Action
50% of your response

Describe the specific actions that you took to complete the task. These should highlight desirable traits that the panel members are looking for.

Result
20% of your response

Close with the outcome of your efforts. Include figures to quantify the result if possible.

4. Proofread your application thoroughly, checking for grammar, syntax, spelling or typographical errors. It may be useful to ask a family member or friend to read your application and provide you with feedback. Remember, this is an opportunity to make a great first impression.

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4.3 Attach your Curriculum Vitae

Your Curriculum Vitae ('CV' or Resume) should include:

- Your name, address, email address and contact telephone number (most correspondence will occur through email)
- A comprehensive outline of only your relevant:
    - Work/volunteer experience - Please include employment and volunteer work dates
    - Achievements
    - Other activities (committees, hobbies/sports, publications etc.)

- Your qualifications and relevant training courses completed, including dates of course completion
- The names and contact details of two referees (one should be a current or previous supervisor or an individual who can comment on your abilities).

4.4 Attach your Academic Transcript

Attach a copy of your academic record that clearly shows:

- Your name
- Units studied and grades obtained in those units
- Overall course average

Note:
- If you have not completed your degree yet or been issued a formal transcript, an electronic statement of results will be accepted as long as it clearly shows the above information.

Tips:

- Save your Academic Transcript in one of the following formats; MS word, PDF, JPEG or GIF
- Please note that attachments can only be up to 2MB per attachment

Tips:

- Your CV should be approximately 2-3 pages
- Save your CV in either a PDF format or MS word
- Please note that attachments can only be up to 2MB per attachment.

Step 5: Submit your Application

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

- Answered and saved the online questions in the application package.
- Saved the necessary documents (e.g CV & Academic Transcript) ready for uploading in MS Word (.doc) or PDF file formats only.
- Ensured you have plenty of time to submit your completed application and allow for system outages.

Please note: Under no circumstances can proforma or late applications be accepted. It is strongly recommended that you allow ample time to prepare and submit your application by the closing date and time.

Step 6: Assessment of Written Applications

A panel of assessors considers each applicant's written responses and records the outcomes.

Applicants with the highest aggregated ratings from the written application stage are shortlisted and invited to attend a group assessment.

WA Health 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 essential capabilities.

Step 7: Group Assessment Process

If you are shortlisted for the Group Assessment Process, you will need to attend an online session on the **22 August 2022**, in order to be considered for the final panel interview.

All applicants will be required to individually complete an analytical/written task.

If you demonstrate satisfactory competence in this assessment process, you will proceed to Step 8 of the selection process.

Step 8: Interviews

The in-person interviews are scheduled for **24th or 25th August** and will take approximately 30-45 minutes.

You will be provided the questions 10 minutes prior to the interview to allow you to prepare responses.

A panel of 3 or 4 people will ask all applicants the same series of questions.

At the end of the interview, applicants have the opportunity to ask questions.

You will need to provide certified copies of your original academic records and Identification so they can be viewed following the completion of your interview.

Step 9: Referee Checks

You should notify your nominated referees once you have received confirmation of your attendance at the online Group Assessment Centre so that the panel can conduct referee checks.

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For more information, visit the WA Health Graduate Development Program Web page