



Thank You for your interest in developing a career at Main Roads Western Australia. The information in this document will assist you in preparing your application to the highest possible standard.

Eligibility to Apply

Only applicants who meet the selection criteria described on the Job Role Statement will be considered for the position.

To be eligible for permanent appointment to the Western Australian Public Sector it is essential that you have permanent resident status in Australia. To be eligible for a fixed term appointment you must have documentary evidence of your entitlement to live and work in Australia for the period of the fixed term appointment.

Applicants who are currently engaged on a fixed term appointment within the Public Sector may not be eligible to apply for other positions advertised only within the Public Sector. You can confirm your eligibility by contacting the Attraction & Retention Coordinator on ph: 138 138.

How to Get the Maximum Result Out Of Your Application

All advertised positions offer a contact name and phone number so that you can seek further information. It is recommended that before preparing your application, you seek information relating to the position from the contact person.

All applicants are required to provide documentary evidence of their Australian residency, date of birth and their qualifications. Applicants are also required to provide information relating their health, disabilities (if any) and criminal convictions (if any).

Your application should consist of:

1. RESUME / CURRICULUM VITAE

This will include details of your working history and other relevant information. For information on how to prepare a resume see the end of this document.

2. ADDRESSING THE SELECTION CRITERIA

The selection criteria are the skills, knowledge and experience considered necessary to successfully perform the duties of the position. This section is the most important part of your application. As an applicant, you are required to address all of the selection criteria unless stated otherwise in the position advertisement i.e.:

To apply for this position, follow these simple instructions:

- *Submit a comprehensive resume*
- *Submit a statement outlining your comprehensive skill, knowledge and experience in (the selection criteria will be stated here)*

Note: If you are selected for an interview, you will be assessed on all facets of the selection criteria.

Your consideration for interview is determined by whether you have met the selection criteria described in the Job Role Statement or as stated in the position advertisement.

In your application your task is to demonstrate to the selection panel that you meet each of the criteria or as many as are stated in the position advertisement. It is strongly recommended that you use the selection criteria as a heading and outline your relevant skills and examples of experience separately against each heading.

For assistance in completing this section, refer to the STAR information at the end of this document. On completion you may wish to briefly summarise your claims against the criteria and provide the panel with your motivation for applying the position.

3. PHOTOCOPIES OF ANY FORMAL QUALIFICATIONS

If you have a qualification from overseas or interstate it is advisable that you provide information on its status in Western Australia.

4. COVERING LETTER (optional unless specifically asked for in the position advertisement)

The covering letter is an introduction to your application.

Lodging Your Application

Applicants are strongly encouraged to apply online at www.jobs.wa.gov.au

Once you have viewed the advertisement in full, and the relevant attachments, you are encouraged to apply online by clicking "Apply for Job" at the bottom of the advertisement at www.jobs.wa.gov.au.

How to submit your application:

1. Ensure you have addressed the selection criteria as stated in the "How to apply" section of the advertisement.
2. From the home page of www.jobs.wa.gov.au website go to the search page by selecting the jobs icon.
3. In the 'Agency' field select "Main Roads".
4. Click on the search button.
5. Choose the job that you would like to apply for.
6. Hit the "Apply for Job" button at the bottom of the advertisement and follow the prompts.

If you are experiencing problems please call (08) 9323 4981 for alternative ways to apply.

Closing Date

Please note that Main Roads Western Australia is not able to accept any late application or a notice of intent (proforma) including emailed applications irrelevant of system down time or service provider problems. **You must ensure that the Organisational Development Directorate receives your completed application by 5:00pm on the closing date nominated in the advertisement.** Any application received after this time cannot be accepted.

The Next Stage

- A return email or letter of acknowledgement will be sent to you from the Organisational Development Directorate or an automated reply sent after your online application is received.
- The selection panel shortlists applications against the selection criteria or as outlined in the position advertisement, and invites competitive applicants to an interview.
- If required, competitive applicants will undergo a further selection process (e.g 2nd interview).
- The panel prepares a selection report and a recommendation is made.
- All applicants are notified of the panel's decision after the recommendation is endorsed.
- It is anticipated that you will be notified about the outcome of the selection process within 8 to 10 weeks of the closing date. If there is an unanticipated delay, you will be advised.

- Should you be the recommended applicant to a position your relevant qualifications and certificates will be verified prior to appointment.

Please note that if not short listed, you will **not** usually be advised of this until after the recommendation is endorsed. All applicants will be notified in writing and advised of the results of the selection process. If you were not the recommended applicant, you will be provided with contact details of a panel member who can give you feedback about your application.

The Recruitment Process

The panel will usually consist of 3 people. If you are contacted for interview, please advise the Chairperson of the panel if you have any concerns, questions or special needs.

The panel will be looking for your ability to meet the requirements of the job. All interview questions will relate to the selection criteria for the advertised position. Every interviewee will be asked the same questions.

In preparation for your interview, please consider the following:

- It is recommended you re-read your application and the job description before the interview.
- Focus on the selection criteria and think of examples (preferably work) situations where you applied the relevant skills and abilities.
- Don't assume that the panel knows about your suitability for the job, even if you have worked with them, or have previous experience in the position you have applied for.
- Think about your answers – take the time to prepare your reply and if you do not understand the question always ask for clarification before providing a reply.
- Throughout the interview, the selection panel may write notes whilst you are talking. Don't be put off by this or feel that you need to keep talking. The panel will ask for more information if they need to.

Recruitment, Selection and Appointment Standard

Outcome

The most suitable and available people are selected and appointed

The Standard

The minimum standard of merit, equity and probity is met for recruitment, selection and appointment 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.

Breach of Standard

If at any time you feel your application is not being dealt with fairly, you are encouraged to discuss your concerns with the Chairperson of the selection panel.

At the end of the selection process you will be advised that you have the right to lodge a Breach of Standard claim within 10 working days (or 4 working days for most roles) of receiving advice of the decision. Please note that a Breach of Standard claim cannot be lodged on the grounds that you consider yourself more competitive than the successful candidate, but rather it addresses your concerns if you feel that the **process** has been breached in some way. Breach claims allow a person to seek redress if they believe a decision by a public sector agency has breached a Human

Resource Management Standard and they have been adversely affected by this breach.

This process helps us to be fair and equitable in our recruitment decisions and helps you to know if we are meeting the Public Sector Standards in Human Resource Management. Further information is available at <http://www.opssc.wa.gov.au/hrm/index.htm>

Your Resume

A recent resume outlining your qualifications, work history and education, is valuable information for the selection panel when short listing applicants for interview. Your resume should be formatted to assist the panel to quickly identify your work situation, tasks performed, action taken, results and achievements

Your resume should summarise the following information:

- Your personal details, including your current contact details
- A summarised work history (starting with your most recent position), including dates and details of the tasks/ responsibilities undertaken in each position and, most importantly your achievements in each of the positions that you have held.
- Your formal education history and training achievements, including current undertakings, and membership of any professional bodies.
- Any activities, skills or accomplishments outside of work that you feel are relevant to the position.
- Referees, one of whom should ideally be a current supervisor or recent supervisor.
- Your resume should be presented in clear, simple 12-point font, and should be no longer than 2 pages if possible.

Addressing the Selection Criteria – The STAR Method

Please note applicants are required to address all of the selection criteria outlined in the Job Role Statement unless stated otherwise in the position advertisement.

Situation
Task
Action
Result

The STAR method is a useful way to assist you in addressing the selection criteria appropriately and may help you to focus your achievements relevant to the selection criteria.

Situation

Where and when did you carry out the task of solving the problem or handle the issues you are describing? This may include the workplace you were in, your role at the time, your reporting relationship and how recent the example is. This information can generally be described in 2-3 lines.

Task

What was the specific task, problem or issues that you were faced with? Who was involved? What was the nature and complexity of the task? What was the timeframe you were given? What were the consequences if the task or issues was not handled effectively? These are some of the points you would wish to consider when describing the task. This information can generally be described in 3-4 lines.

Action

What action did you take? What options were available to you and how did you choose the action you took? Focus on or highlight your contribution if it was in a team situation. You may describe how you researched a topic and which stakeholders you liaised with. Discuss other factors that contributed to the achievement of a successful outcome. Describing your actions generally takes a few paragraphs. This is the section in which you need to be particularly succinct, ensuring you describe all the actions you took that led to the success (or otherwise) of your task.

Result

What was the result or achievement reached from the work described? Results are not necessarily measured in monetary terms, but could instead relate to the success of a campaign; the speed of implementation; a change in process or a new way of doing things; or something else that is equally important. The result can generally be described in 1-2 sentences. This information is particularly important, and is the one area many people overlook in their application.

Your responses should be limited to one page per selection criteria if possible. Keep responses succinct as the importance of your arguments may be lost in a long and wordy application.

