



APPLICATION INFORMATION PACK

2023 Graduate Program (10 opportunities) Joondalup, Albany, Geraldton, and Bunbury

What can we offer you?

Our 12-month GRADUATE program aims to build the skills, experience and networks required for a successful career in the Western Australian public sector and our customised rotation plan, designed around our needs and your interests, provides you with opportunities to experience and work on state-wide projects and initiatives.

Placement in our program will lead to permanent appointment at the end of the 12-month development program subject to successful completion.

We have places in both **Joondalup, Albany, Geraldton** and **Bunbury** on offer with the opportunity for all graduates to spend time in a regional office as part of their rotation plan.

The sorts of roles that may become available include but are not limited to:

- Natural Resource Management Officer
- Environmental Officer
- Scientific Officer (Botanist)
- Water Planning Officer
- Science Communications Officer
- Policy Officer
- Data Analyst
- Compliance Officer (Waste Operations) or (Environmental Compliance)
- Pollution Response Officer
- Legal Officer
- Human Resource Officer
- Finance Officer
- Procurement Officer
- Information Technology Officer

The Department of Water and Environmental Regulation is on the forefront of environmental legislation, sustainability and developing responses to climate change. We are a place of opportunity where the work is meaningful as Environmental sustainability is one of the fastest growing sectors within the world employment market, and vital for just about every field of work. Our work culture is based on our values and the department is committed to a vibrant workforce where people are inspiring and committed to working collaboratively.



Our department can offer you a range of employment benefits including attractive remuneration, options for work/life balance and numerous development opportunities.

Attractive Remuneration

Your package will include, but will not be limited, to the following:

- ✓ Competitive gross salary
- ✓ 10.5% superannuation contribution to the fund of your choice
- ✓ 17.5% annual leave loading payable in December each year
- ✓ Access to salary packaging

Great Employment Benefits

- ✓ Flexible working hours
- ✓ Access to Flexi Days
- ✓ Part-time work/job sharing options
- ✓ A work environment that supports Equal Opportunity, Diversity and Inclusion
- ✓ Commitment to Occupational Safety and Health including a Wellness program
- ✓ Access to a robust social club and departmental choir
- ✓ Access to Corporate Health Memberships
- ✓ Access to an Employee Assistance Program
- ✓ Optical subsidy up to the value of \$220 every two years

Personal and Professional Learning Opportunities

We are committed to ensuring you have access to training and development so you can perform more effectively and with confidence via:

- ✓ Work and Development Plans –agreed work-plans outlining the key results expected from you in your role.
- ✓ Professional development and supported education programs and opportunities for attendance at conferences and seminars
- ✓ Expressions of interest, mobility placements and acting prospects
- ✓ Paid and unpaid study leave options
- ✓ On-the-job training
- ✓ In-house training, e-learning, and leadership programs
- ✓ You'll be enrolled in the Public Sector's Graduate Launch program giving you access to a wide public sector network and
- ✓ We'll build your Carbon Literacy through a new pilot program.

Regional Benefits – for specified regional locations

- ✓ District Allowances
- ✓ Air-conditioning subsidies for Government properties fitted with refrigerated air-conditioning
- ✓ Additional Annual Leave
- ✓ Annual Leave Travel Concessions
- ✓ Subsidised Government Housing possibilities
- ✓ Regional Graduates will also have the opportunity to travel to Perth for a comprehensive Induction program, develop relationships with their graduate cohort and access to training and networking throughout the year.



Flexible Leave Options

- ✓ **Annual leave** – 4 weeks per calendar year
- ✓ **Personal leave** – 15 days leave for a variety of personal purposes such as sick leave and carer's leave
- ✓ **Long Service Leave** – 13 weeks for every 7 years continuous service with the option to take as half pay or double pay
- ✓ **Cultural Leave** – Aboriginal and Torres Strait employees can access up to 5 days paid leave per year to meet cultural and ceremonial obligations and/or attend community cultural events
- ✓ **Parental leave** – up to 14 weeks paid leave
- ✓ **Commonwealth Paid Parental Leave** – up to 18 weeks paid leave
- ✓ **Purchased Leave** – Opportunity to purchase up to an additional 10 weeks leave per year
- ✓ **Repealed Public Service Holidays** – an additional day leave if you work the day after New Years and Easter Tuesday, and a day of leave for Easter Sunday
- ✓ **Blood/Plasma Donor Leave** – 2 hours paid leave per donation
- ✓ **Emergency Services Leave** – Paid Leave for volunteers of the SES, Bush Fire Brigades and Defense Force Reserves

Who we are looking for:

We are looking for graduates who are passionate about the environment, with a growth-oriented mindset, committed to lifelong learning, and to developing their expertise and networks.

This program has positions for many different qualifications. If you have graduated in the last two years with a bachelor's degree in a discipline relevant to our work, you are encouraged to apply. This includes areas of study relevant to environmental sciences, hydro-engineering and hydrogeology, data analytics and modelling, science communication, legal, cultural, or political studies, project management or corporate services. Some examples include:

- Environmental Science and engineering with a focus on climate change, water resource management, sustainability and/or natural resource management
- Applied Sciences in Chemistry and Botany
- Science communication
- Project management
- Commerce, Environmental Law and/or Natural Resource Economics
- Urban planning, Agriculture science
- Landscape architecture and urban design
- Intelligence analyst and data science
- Social sciences, climate change and/or public policy
- Computer Science or Information Technology with a focus on cyber security, artificial intelligence, data analytics and modelling and/or application development
- Human Resources, Accounting, Financial Management, Project Management.

Throughout the selection process you will need to demonstrate the following ***work specific requirements and capabilities:



- An ability to contribute your unique strengths to support team outcomes.
- Strong communication and presentation skills.
- Demonstrated innovation and initiative in problem-solving.
- Demonstrated analytical and research skills; and
- An ability to prioritise work and meet deadlines.

Our department is committed to creating and maintaining a diverse workforce that reflects the community we serve, and an inclusive culture where all employees feel valued, respected and connected. The diversity of our workforce is our strength; it enhances our ability to be forward-thinking.

In support of this, our graduate program is an equity, diversity and youth initiative, and we encourage applications from:

- people 24 years and under
- Aboriginal and Torres Strait Islander peoples
- people living with disability
- Women in STEM (Science, Technology, Engineering and Maths disciplines).

Ready to **choose your environment ... then let's get started**

Step 1 – How to apply

Before applying on-line you will need to have the following information prepared electronically ready to submit.

1. Your **resumé** - Ensure your resumé is up to date and includes **two referees** and their current contact details. These two people will need to be able to comment on your skills and abilities. This may be a current or previous work supervisor, or an academic supervisor such as a lecturer or tutor.

Tip: Your resumé will need to provide a summary of any relevant work experience, education, and training. Include a brief description of your duties and responsibilities for each job and outline your key achievements for each role. You may like to outline any activities that you have undertaken outside of work such as any relevant volunteer work or field work as part of your studies which are relevant.

Tip: As your referees may be contacted at any stage of the recruitment process, you are strongly encouraged to inform them that they may be contacted in relation to your application. It may assist your referees to know what opportunity you are applying for so why not send them a copy of the advert.

2. You must have an electronic copy of your **academic transcript** and evidence you successfully completed a relevant undergraduate qualification since 2020 or are due to complete in 2022.



Tip: Everyone's pathway to a degree is different and it can help us to know what units of study you undertook throughout your studies. If you are anticipating to successfully complete in 2022 then provide us with the most recent transcript you have (Semester 1 2022). We will ask you to provide your final transaction and proof of successful completion before finalizing any offer.

3. Write a **cover letter** (be concise - no more than two pages) which speaks to us about your interests in our work and this program and how it aligns to your studies, your values and career goals.

Tip: This is your opportunity to tell us a little about yourself and help us see how you will fit in with the team. Before applying, you should feel reasonably confident that your own values and career objectives align with our purpose and the way we commit to our work and each other.

You may find it useful to undertake some additional research about the Department by reviewing our website and checking out our latest [Annual Report](#) and our recently released [Strategic Plan](#) and [Reconciliation Action Plan](#) at www.dwer.wa.gov.au

It may also help to talk to the Graduate Program Coordinator as detailed in the advertisement as they can better explain the variety of roles and any other questions you may have.

Before you go any further – some other information about eligibility requirements

Winning a position on our Graduate Program leads to permanent employment so to be eligible to apply for the program you must have the following at the time of lodging your application:

- Australian citizenship or permanent residency status in Australia for a permanent appointment to the Western Australian public sector.
- A Special Category Visa with unrestricted stay and work rights for New Zealand citizens for a permanent appointment to the Western Australian public sector.

Prior to recommendation for an appointment, you will be asked to provide a 100-point identification check and you may be required to undertake a criminal records screening.

If you are unable to meet any of these requirements prior to the conclusion of the recruitment process, any offer of appointment will be made subject to the relevant conditions being met.

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4. Now that you have your electronic records ready for submission - click the **Apply for Job** button on the Job Advert page and lodge your application online. Note: When submitting your application, you will be guided through a series of on-line questions, such as where you first heard about this opportunity, your diversity information, and your preference/s for work location. Please answer each one.



Applications must be received by no later than **4.00 pm Sunday 30 October 2022**. The department cannot accept late applications and you are strongly encouraged to lodge your application as early as possible.

If you experience difficulties applying online or have any access needs that may require adjustment to allow you to fully participate in the application process, including alternate methods of communication, please contact Alecia Brooks, Graduate Program Coordinator on graduates@dwer.wa.gov.au or on (08) 6364 6920.

Step 2 – The Selection Process

The Department is committed to undertaking a proper assessment of merit to ensure that the most suitable people are appointed in accordance with the Public Sector Employment Standard. All recruitment decisions will be transparent and capable of review.

1. All applications will firstly be reviewed by Hays Recruitment, a graduate recruitment agency engaged by the Department, to establish your eligibility for the program. On receipt of your application Hays will undertake a check that your application is complete and follow up if there is any missing information. At this point they will also collect information to confirm your 100-point ID check and that your referee's contact details are correct.
2. After applications are closed, a selection panel is formed to consider applications of all eligible applicants. The panel is comprised of three members from across the Department, the graduate coordinator, a member of the Human Resource team and a Senior Aboriginal officer.
3. After the panel assesses your application, if deemed competitive and suitable you will be invited to participate in the next step of the selection process. This will involve completing both a written response and video presentation to a case study scenario/s. This step is designed to assess your ability to meet the role specific requirements (***) referred to earlier on page 4)

You will be provided with instructions and access to a platform to submit your responses within a five-day period.

4. The Selection Panel will then review responses and recommend a shortlist of applicants to go into a graduate "recruitment pool".

A "recruitment pool" is a pool of pre-approved and suitable applicants that can then be drawn from by Hiring Managers to appoint to the Graduate program or to other vacancies at the same level (Level 3) throughout the Department.

Being found successful in the pool does not guarantee an offer of employment.

5. Hays will then conduct a referee check of all recommended applicants to confirm suitability.



6. The Panel then completes a selection report that outlines the process of selection ensuring transparency of process and selections. Once these recommendations have been reviewed independently and approved. Hays will contact all applicants notifying them of successful placement or otherwise into the pool. (This is anticipated to occur by the week commencing 28 November 2022.)
7. At this point all applicants are given the opportunity for feedback.
8. Hiring Managers looking to offer a graduate placement in 2023 are then given access to the pool and will contact graduates of interest individually and invite them in for a casual meet and greet, discuss the graduate opportunity on offer and answer any questions you might have. (This is anticipated to occur the week commencing 5 December 2022).
9. Subject to this conversation Hiring Managers will then submit a request to offer placements on the program with Program Offers anticipated to go out mid December 2022.
10. Graduates will then commence the program on Monday 6 February 2023.
11. Those applicants remaining in the Graduate recruitment pool who were not placed in the program will remain current in the pool and maybe offered other employment opportunities over the next 12 months.

Additional information

At any time, applicants may wish to specify any special requirements they have in relation to the selection process, such as mobility assistance or interpretation (including signing for hearing impaired applicants).

For specific information about the position or if you have trouble lodging your application, please contact Alecia Brooks, Graduate Program Coordinator on graduates@dwer.wa.gov.au or on (08) 6364 6920.

Breach of Standard Claim

If you are unsuccessful in being placed into the pool and you are of the opinion that the process compliance requirements have not been met and that an Employment Standard has been breached, you may lodge a formal application for a review of the recruitment process.



Before formally lodging a breach of standard claim, you should seek information from and discuss your concerns with the contact person nominated in the outcome notification. After considering this information, should you wish to proceed with lodging your claim, this must be sent in writing to Human Resources at recruitment@dwer.wa.gov.au by the breach claim period end date stated in the outcome letter. Claims received after this date cannot be accepted.

Your claim must detail why you believe there has been a breach of the Standard and how you have been adversely affected by the breach. The Regulations do not provide for a Breach of Standard Claim cannot be lodged on the grounds that you consider yourself more competitive than the recommended applicant, rather it must address your concerns that you believe the Employment Standard principles have not been applied. For more information please visit www.publicsector.wa.gov.au

Good luck with your application!
We look forward to hearing from you.

Our Values



Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.