



# APPLICANT JOB PACK

## ABOUT THE DEPARTMENT

The Department of Jobs, Tourism, Science and Innovation (JTISI) is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science, and innovation sectors in Western Australia. The department offers excellent career prospects in a supportive and stimulating environment.

JTISI is staffed by technical experts in economics, law, resources, governance, policy, environment, heritage, project management, investment attraction and many other fields that contribute to developing economic supports for the future of the Western Australian economy.

Our staff can:

- negotiate and guide [agreements](#) made between the government and major project (mainly resource) proponents.
- identify, plan, and develop [Strategic Industrial Areas](#) for use by strategic and heavy industry which generates significant investment and employment for the State.
- promote Western Australia's [defence](#) sector capability and capacity to deliver the nation's future shipbuilding and submarine programs.
- advise government internally on [economic policy](#).
- [project manage approvals](#) in land tenure, native title and heritage, environment and planning for major government infrastructure initiatives.
- support programs that celebrate the achievements of Western Australia's [science](#) community.
- assist local businesses to [participate](#) in major Western Australian markets, and compete for [State Government contracts](#).
- support and accelerate [new and emerging businesses](#) to create Western Australian jobs.
- support Western Australia's export industries through our [global offices](#) and our [trade and investment](#) division, which specialise in linking like-minded international investors with real opportunities in Western Australia.

The Department of Jobs, Tourism, Science and Innovation comprises the Western Australian Tourism Commission and the following operational divisions:

- Strategy and International Engagement; which provides strategic policy advice on state development issues and leads initiatives for significant investment in large and complex projects in Western Australia, supports a network of international offices to promote Western Australia and its industries and encourages strategic investment and trade opportunities. It includes the following: Strategic Policy, Invest and Trade Western Australia, International Engagement and the Overseas Offices.
- Resources and Project Facilitation; which leads and assists the development and expansion of the State's resources and industry sectors, strategic industrial land investment and major infrastructure projects. It includes Project Facilitation, Strategic Projects and Infrastructure and Land Planning.
- Industry, Science and Innovation; which collaborates with industry, government, research and innovation sectors to diversify the economy and create jobs through improved local industry capabilities and participation. It also promotes WA's defence and science industries and innovation capability and capacity. It includes Industry Development, Defence West and Science and Innovation.
- Corporate Services – provides professional advice and services across JTISI to support management and staff in the delivery of the agency's and government objectives.
- Legal Services – provides and coordinates specialist legal advice across the department.



## WORKING AT JTSI

We're keen to develop a diverse and dynamic workforce and welcome applications from Aboriginal and/or Torres Strait Islander people, young people, women, people with disability and people from culturally and linguistically diverse backgrounds.

At JTSI we recognise that the experience and skills you've developed during your life are valuable. Most jobs at JTSI don't require an essential qualification as a starting point because we understand that you can transfer your skills, abilities and knowledge into a variety of roles.

## CONDITIONS AND BENEFITS

The Department has appealing employment conditions, flexible working arrangements and offers a wide range of attractive benefits that support individual needs and encourages a healthy work/life balance.

- Competitive gross salary.
- 9.5 per cent superannuation contribution to the fund of your choice.
- Four (4) weeks annual leave each year and 17.5 per cent annual leave loading paid the first pay period in December.
- 13 weeks long service leave (LSL) on completion of 7 years' continuous service (pro-rata for part time). LSL can be taken at double pay, half pay or cashed out (conditions apply).
- 15 days personal leave per anniversary year (pro-rata for part time), to be used for sick leave, carer's leave, unplanned and planned absences.
- Three (3) public service holidays in lieu per year (conditions apply).
- Parental leave; purchased salary leave.
- Salary packaging options, including novated vehicle leases and superannuation.
- Corporate health plans offering discounted health insurance premiums with selected providers.
- Employee Assistance Program.
- An active social club offering a range of activities and events.
- Wellness Program which includes annual skin screening and flu vaccinations.
- Modern refurbished office space located opposite Elizabeth Quay, with bicycle parking and end of trip facilities.

## LEARNING AND DEVELOPMENT

The Department is committed to ongoing learning and development of our employees. Our supportive and encouraging environment aims to provide the training and development you need to undertake your job to the best of your abilities, and assist with your future professional career aspirations.

- Professional development, including leadership programs, attendance at conferences/seminars, and in-house and on-the job training.
- Mentoring Program.
- Paid and unpaid study leave options (conditions apply).
- Work development plans to support employee performance, encourage ongoing feedback, and identify training and development needs.



## ELIGIBILITY REQUIREMENTS & EMPLOYMENT SCREENING

To be eligible for positions within JTSI, you must have one of the following at the time of lodging your application;

- be an Australian citizen or have 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;
- documentary evidence (i.e. working visa) of your entitlement to live and work in Australia for the duration of the **fixed term employment**.

The Department of Jobs, Tourism, Science and Innovation conducts employment screening for applicants, which may include a National Criminal History Check.

## PREPARING YOUR APPLICATION

To apply for a job at JTSI you need to follow the instructions on the advertisement, the advert will advise you on what documents to provide and maximum length requirement.

### Your cover letter

Please follow the job advert requirements, generally this is no more than two (2) to three (3) pages. You should describe how your skills and experience meet the *job requirements* and *capabilities* as described in the job description form.

Draw on your work experience and relevant and/or transferable skills and abilities that demonstrate you meet the criteria for the advertised position. Be clear and concise in your statements, and outline your role in the examples used, and how you contributed to the outcomes achieved.

### Your CV/resume

Your CV/resume – recommended to be no more than four (4) pages – should outline your relevant work experience, education and training, and outline your duties and responsibilities in positions you've held and key achievements.

You may also like to include activities that you have undertaken outside of work which demonstrate experience/skills that are relevant/transferable to the advertised position.

Your CV/resume should also include contact information for two (2) professional referees, with a current line manager preferred. Please provide referee name, work address, email address and contact telephone number.

Please do not provide written references with your application.

### Evidence of formal qualifications

Please do not provide copies of tertiary or other qualifications/training certificates with your application.

While most positions do not require a formal qualification, if evidence of a degree or other relevant qualification is required you will be notified at a later stage of the recruitment and selection process.



## LOGGING YOUR APPLICATION

All applications should be submitted online via the [WA Government Jobs Board](#). However, should you experience difficulties applying online please contact the RAMS Helpdesk on 1300 733 056, in the first instance. Alternatively, you may contact Human Resources on (08) 6277 2854 or (08) 6277 2947 for further assistance.

**Applications must be received by the closing date and time specified in the advertisement. We are not able to accept late applications.**

**It is the responsibility of applicants to ensure their application has been received on time and lodged correctly with all attachments.**

## A QUICK GUIDE TO THE RECRUITMENT PROCESS

A selection panel will be formed and may use a variety of methods to assess your suitability against the advertised job. The key steps in the recruitment process are:

- The selection panel assesses all written applications and agree on a **shortlist** of the most competitive applications.
- Shortlisted applicants are assessed further. Generally an **interview** is conducted, but other assessment methods may also be used, such as a writing exercise or presentation.
- **Referee reports** will be sought for the most competitive applicants. If you have concerns about us contacting your current employer please notify us.
- A **selection report** is prepared and recommendation endorsed.
- All applicants are notified in writing of the outcome. All applicants are encouraged to seek **feedback** on their application.
- A **breach claim** period of four (4) business days is activated, during which time applicants can lodge a claim against the process in accordance with the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 and Commissioner's Instruction - Employment Standard*.