



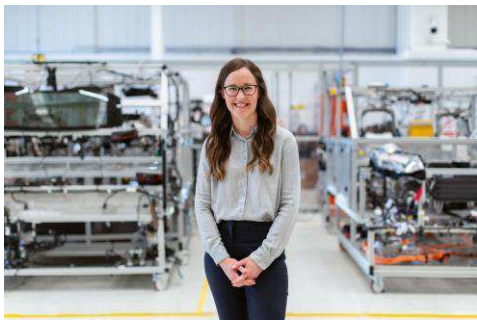
Applicant Information Pack

Thank you for your interest in working with Safety Regulation, a group within the Department of Mines, Industry Regulation and Safety (DMIRS).

About Safety Regulation

The Safety Regulation Group provides regulatory and policy oversight of workers' health and safety in WA workplaces, and the licensing regime and safety legislation for dangerous goods, including regulation of the State's major hazard facilities and petroleum operations. The Group is also responsible for the coordination and governance of government sector labour relations and parts of the State's private sector workforce.

Safety Regulation Group is broken down into the following seven directorates.



Dangerous Goods and Petroleum Safety

The Dangerous Goods and Critical Risks Directorate administers legislation covering dangerous goods, explosives, major hazard facilities, petroleum operations (both onshore and offshore) and geothermal operations.

The Directorate supports legislative change arising from the national harmonisation of safety legislation and facilitates a risk-based approach across dangerous goods, explosives, petroleum and major hazards facilities.

Investigations

Investigations Directorate is responsible for the conduct of investigations into serious matters relating to non-compliance with tenure conditions, illegal mining activity, safety incidents and workplace injuries and deaths.

This team triages incoming calls and responds immediately, gathering subject matter experts within the department to assess the matter.



Labour Relations

Labour Relations Division shapes and implements labour relations policy and legislative reform. The Division strives to be a proactive regulator to achieve compliance with WA employment laws while also assisting employers and employees to better understand and meet their workplace rights and obligations.

Labour Relations Division is also responsible for the coordination and governance of labour relations matters across the Western Australian public sector.



Legal Services

The Legal Services Directorate is responsible for providing legal advice to the Department that is accurate, timely and solution focussed.

The Legal Services Directorate is also responsible for the conduct of litigation, including prosecution of offences and disciplinary proceedings under legislation administered by the Department.



Mines Safety

The Mines Safety Directorate administers the Work Health and Safety Act 2020 and the Work Health and Safety (Mines) Regulations 2022, promoting occupational safety and health for people involved in the exploration, mining, extraction and processing of mineral resources.

Functions include, occupational safety regulatory services - mining operation, inspections, audits and investigation, national uniformity initiatives, promoting safety and health outcomes, including education and information and technical assessment and review, including statutory approval processes.

Regulatory Support

The Regulatory Support Division supports the activities of the Safety Regulation Group through the provision of services covering administration, data intelligence, business systems improvement, and finance.

The Division also develops and delivers health and safety information and education, regulatory training, and policy and legislation advice.



WorkSafe

WorkSafe Industrial and Regional Industry Safety Directorate is responsible for occupational safety and health legislation, inspections and noncompliance management in the construction, transport, wholesale, manufacturing, regional and primary industries.

WorkSafe Service Industries and Specialists Directorate is responsible for occupational safety and health compliance in the services, retail, public sector and related industries. The directorate also provides specialist inspectors who work across industry in relation to plant, engineering, human factors, ergonomics and occupational hygiene.

Recent news

Information about our recent activities can be found on these platforms.

- [Safety Regulation | Department of Mines, Industry Regulation and Safety \(dmirs.wa.gov.au\)](https://dmirs.wa.gov.au)

News alerts

- [Subscribe](#) to the WorkSafe news alert for news and updates about workplace health and safety for general industries in Western Australia.

- [Subscribe](#) to the WorkSafe Mines Safety news alert for news and updates about workplace health and safety for the mining and resources sectors, including dangerous goods in Western Australia.

Social media

Get connected with us on our socials and stay up to date with the latest Work Health and Safety news.

- LinkedIn - Follow us at [WorkSafe WA](#) or [DMIRS](#)
- Twitter - Follow us at [@DMIRS_WA](#) or [@WorkSafeWA](#)
- Facebook - Follow us at [@WorkSafeWA](#)

Annual reports

Each year the Department of Mines, Industry Regulation and Safety reports on its statutory compliance, financial, non-financial, and operational performance, in accordance with the requirements of the *Financial Management Act 2006*.

- [Annual reports | Department of Mines, Industry Regulation and Safety \(dmirs.wa.gov.au\)](#)

Safety Regulation is a great place to work.

We offer a supportive, diverse and innovative environment, with great benefits, including:

- Great work/life balance with 37.5 hour working week as a standard and flexible working hours for most roles.
- Leave options including purchase leave, deferred leave and long service leave after 7 years.
- Flexibility to work at home, in the field and in the office for most roles.
- Stable work, job security, fair remuneration, 10.5% superannuation contributions to a provider of your choice and salary packaging options.
- The ability to give back to your community and make a difference in the health outcomes of your industry.
- A collaborative environment with the ability to gain insight from subject matter experts in your field.
- Opportunities for professional development, acting, shadowing and mentoring.
- Support to grow your skills with a wide range of formal training options.
- Build a healthy lifestyle with our award-winning Health and Wellbeing program.
- Supportive work environment including an Employee Assistance Program to assist you deal with life's challenges.

What do our employees have to say?

"It's like being a detective. That's what makes it so interesting and exciting. Every day I look and say 'Oh I've got a new investigation'. I love that. Every day you're doing something different. You have to be on your toes and you have to be sharp." James, Team Manager

"After I took enforcement action, I saw a huge improvement over a six month period. They employed a full time safety officer and I could see from my return visits that they were making some real improvements. You know that it's you who made the difference and that feels so good." Eve, Principal Scientific Officer

"There seemed to be a bit of a buzz around the place. There were people coming and going and it was exciting. It was a team environment. I didn't feel isolated in those first few months. Someone was working on a prosecution, someone was just getting back from an inspection, and the team was so diverse." Gwen, Occupational Health and Safety Nurse

At times you will encounter workplaces where there is a resistance to, or lack of understanding and awareness of, safety and health laws. The situation may be confrontational or even hostile and you may need to take enforcement action. These cases can challenge your commitment and confidence in doing the job. Your training and experience will make sure you are able to handle these cases professionally and with assurance. The rewards are high when your work has resulted in positive changes.

So you have done your research, are you ready to apply?

Are you eligible to apply?

To be appointed to a position, you need to be able to provide evidence of your right to work in Australia. Permanent appointments will require either Australian citizenship or permanent residency status.

Fixed term appointments will require a valid working visa for the duration of the contract period.

Step 1 - Read

Read the job advert and the attached Job Description Form fully, this will give you a sense of the role and what you will be doing. The advert also provides you with conditions and tells you what the hiring manager wants you to submit in your application.

Step 2 - Contact the hiring manager

The hiring manager's contact details are in the job advert. Introduce yourself and ask questions about the role which will help you to draft your application. Ask what matters to you, questions to consider asking are;

- What sort of projects are being worked on?
- Is the team small or large?
- Are there skill gaps in the team?
- Is it a collaborative environment or more independent?
- Is there scope for professional development?
- Would there be shadowing opportunities?
- Is there a culture of sharing within the team?
- Does the role support working parents to balance their work and home life?
- What are the current pressures in the area?
- What is the long term focus of the area?

Step 3 - Reflect

Have a think about the role and consider;

- Is this the role for you?
- Do you have the qualifications?
- Can you do the role?
- Does it support your long term goals?
- What are your relevant skills and experience?
- What are your best achievements?
- What skills have you developed in the last 12 months?

From here you can start to draft your application.

Step 4 - Resume

- Pick a resume template that is professional and simple, this is more suited to a government role.
- Tailor your resume to suit the role, expand on experience that is related to the role.
- Include the basics in your resume; name, address, phone number and email details.
- The top of your resume is prime real estate – put your top 3 achievements of the last 12 months at the beginning of your resume.
- List your work history and tell us what you did in the role – be accurate and honest.
- Provide examples of your experience relative to the role you are applying for.
- List your education history and qualifications, provide information on where, when and what you studied.
- If you have breaks in employment, explain them, simply put the reason.

Step 5 - Cover letter

Different selection panels have different methods of assessing applications, so carefully check the job advert to make sure you are addressing what is requested.

You may be asked to:

- Address specific role requirements or capabilities, or
- Respond to specific questions

It is important that your application clearly and concisely demonstrates your experience and achievements when answering application questions or addressing the job requirements listed in the advertisement. This is what the panel will be assessing to determine your suitability for an interview.

It is recommended that you use the **SAO** (Situation, Action and Outcome) method to structure your examples when responding to the requirements in your application.

- Situation — what was the situation?
- Action — what did you do and how did you do it?
- Outcome — what was the result of your actions?

The remaining requirements and capabilities listed in the Job Description Form will be assessed at a later stage in the process.

Step 6 - Referees

All vacancies at DMIRS require two (2) current references, with at least one being your current or recent manager or supervisor. It is good practice to contact your referees before listing them so that you can confirm their availability and willingness to provide comments if required.

Referees should be able to provide comments on your previous work experience and skills in relation to the requirements and capabilities of the advertised role.

Referee checks may occur as part of the shortlisting process but are used more frequently towards the end of the process, following interviews and other forms of assessment.

If a panel member is your referee, they will need to complete the referee report prior to accessing applications to appropriately manage the associated conflict of interest. When this may occur, ensure the referee is aware you are applying to give them time to complete your reference. If the recruitment process has already commenced, you may be asked to nominate a different referee.

Step 7 - Polish and submit

Ensure you have adequate time to submit your application. All applications must be submitted and received by the closing time, if you have not pressed submit before the closing time, the system will not accept your application.

Ask someone to read over your application – a second set of eyes could help pick up any errors and help you to improve your application.

You apply through the WA Government Jobs Board by clicking on the 'Apply for Job' button at the top and bottom of the advertisement.

Please ensure you have completed the following before submitting your application:

- Check your personal details (including contact information) are up to date.
- Attach all information requested in the advertisement, including cover letter, résumé, and qualifications (if applicable).

On submission, you will receive an email notification confirming we have received your application.

What comes next?

The interview process

Once the job advertisement has closed, the panel will assess all applications against the requirements specified in the advertisement to determine those that are most competitive.

The most competitive applicants will be contacted and invited to the next stage of the selection process, which may involve an interview or a combination of selection activities including skills assessments, presentations and providing work samples. Any assessment tools used within the selection process will relate to the role and be designed to assess your ability to meet the requirements and capabilities of the role as listed in the Job Description Form.

Preparing for interview

Congratulations. You have made it through to the next stage of the recruitment process. You may be invited for an interview or asked to complete other assessments. The process and assessments to be undertaken in this recruitment and selection process will be provided to you in advance so you know what to expect.

In preparation for your interview, we encourage you to:

- Review the Job Description Form and think about your experience and how this will be relevant to the role.
- Brainstorm examples of your previous experiences that can demonstrate your skills and experience to meet the requirements of the role.
- Make notes. Write down some relevant examples against the job requirements and capabilities listed within the Job Description Form and bring these along to help prompt you.

DMIRS is committed to providing equal employment opportunities for people with disability. Please advise the panel if you require any assistance or reasonable adjustments to be made, to allow you to compete on an equal basis.

On the day of your interview

The following points may be helpful:

- Print out your interview invitation so you know where to go and who to meet.
- The panel will usually consist of three, but can include up to four members. In addition to this, there could also be an external consultant present during the interview to document the process. It is likely that the panel members will also take individual notes for their reference.
- Arrive for your interview 10 minutes early. If you encounter any delays, make contact so the panel are aware, or can reschedule your time.
- You have the option to bring along notes for yourself and a copy of your résumé for your reference.
- You may be allocated reading time, where you will be able to view the interview questions and make notes, which you can take with you into the interview for reference. You may also be asked to complete a work related assessment as part of the process.
- Do not assume that the panel members know about your suitability for the role, even if you have worked with them previously.
- Take time to answer each interview question clearly and concisely, and ask for clarification when required.
- Remember that you will also have the opportunity to ask the panel any questions you may have at the end of your interview.
- Take a deep breath and try to stay relaxed and focused. Remember, the panel have all been through a similar process before, so they understand how nervous you may be.

Pre employment conditions

All appointments at DMIRS require a satisfactory National Police Clearance which is organised at the cost of the department. A previous criminal conviction or pending charges will not necessarily preclude you from appointment, however the relevance and seriousness of the offence will be taken into account when assessing your suitability for employment with the department. All applicants will be treated fairly, equitably and in accordance with the principles of procedural fairness. Any action taken will be documented in a transparent manner, which is capable of review.

Dependant on the role, other pre-employment requirements can also include;

- Medical assessment which could also include a baseline hearing test or Q fever vaccination,
- Conflict of Interest declaration,
- Western Australian 'C' class driver's license, or
- Psychometric assessments.

Any pre-employment requirements for the role will be listed in the advertisement and job description form. Refusal to undertake any of the pre-employment checks will result in you being withdrawn from the process.

Outcome and feedback

After the panel's final recommendation on the selection process has been made and endorsed, all applicants will be notified of the outcome by email and be provided the opportunity to seek feedback on their application.

Regardless of whether you were successful or not, we strongly encourage you to obtain feedback from the selection panel. This feedback could help you improve your application so you are more competitive in future job opportunities, or provide you with some direction on other career development opportunities. We encourage you to telephone the nominated feedback person within a few days of receiving notification.

Fair and equitable recruitment

DMIRS is committed to meeting the Commissioner's Instruction – Employment Standard, which outlines the minimum standards of merit, equity and probity that must be met by the department when filling a vacancy. There is a period of four business days during which you can lodge a breach of standard claim.

If you believe there has been a breach of the Employment Standard, we recommend that you contact the department to discuss your concerns in the first instance. It is important to understand that disagreeing with the selection outcome on the basis of your competitiveness for the role is not grounds for submission of a breach of standard claim.

Finally

If you would like to be notified of any upcoming vacancies within the department, you can register through the WA Government Jobs Board to receive job alerts. This registration can be customised to the particular industry/ field you are interested in.

Thank you for your interest in working with us, we wish you the best of luck with your application and future career.