



Treasury Talent Hub

Applicant Information Pack

Thank you for your interest in the Department of Treasury and registering to our Treasury Talent Hub. To assist you with your application, we have provided information about working with Treasury and application guidelines.

About the Department of Treasury

Treasury is the central government agency that manages Western Australia's public sector finances and formulates and implements the annual State Budget.

We develop economic and revenue forecasts, and monitor developments in the State's economic, major revenue bases and public sector finances, to ensure Western Australia remains on track against the State Government's budgetary objectives and targets. Our policy advisory role covers a wide range of issues, including Commonwealth – State financial relations, revenue policy, public sector wages policy, public sector superannuation policy, and advice on alternative models of service delivery and infrastructure provision.

A career with Treasury will see you contribute to shaping and influencing government decisions, build professional networks and actively contribute to the State's economy, budget and community whilst working on high profile State projects.

For further information about what we do, we encourage you to have a look at www.wa.gov.au/treasury

Employment Benefits at Treasury

By working with Treasury, you will have access to a range of employee benefits that support your needs including a healthy work life balance and development opportunities including:

- Flexible working hours, including part time, job share and remote working options
- Competitive leave entitlements including 4 weeks annual leave, 13 weeks long service leave, 15 days personal leave and 3 Public Service Holidays per anniversary year, paid parental leave after 12 months of service and the option to purchase up to an additional 10 weeks leave per calendar year.
- Ongoing support through an Employee Assistance Program, wellness programs and discounted corporate health plans.
- Salary packaging options, including novated vehicle leases and superannuation.
- Development programs including the Under Treasurers Educational Development Program with access to paid and unpaid study leave, career and leadership development programs and mentoring opportunities including Assistant Under Treasurer and Director shadowing.

How to Apply

To submit your registration, please read the information contained within the EOI advertisement, and the Treasury Capability Framework attached. For specific information about vacancies within the organisation, please contact recruitment@treasury.wa.gov.au

Step 1: Ensure Eligibility

To be eligible for permanent appointment to the WA Public Service, it is essential you have:

- Permanent residency status in Australia; or
- Are a New Zealand citizen with a Special Category Visa. A New Zealand citizen who enters Australia on a current New Zealand passport is granted a Special Category Visa which enables them to remain indefinitely in Australia with unrestricted work rights.

To be eligible for fixed term appointment to the WA Public Service, it is essential you have:

- Current and valid working Visa

If successful, the Department will request a copy of your passport so your visa status can be confirmed.

Public Sector employees who have accepted a voluntary severance are not eligible for appointment up to the re-entry date stated on their deed of severance.

Internal Employee Eligibility

- Internal employees must have worked in their current Directorate for a minimum of 12 months to apply.
- Any internal movements (rotations, transfers, secondments) will be at substantive level.
- Should your skills match the position requiring filling and be of the equivalent classification, your application will be reviewed by the appropriate manager for consideration.
- Although your preferences are taken into consideration, the timing and the position you may be placed into, is decided by Treasury's Executive and based on operational requirements.
- As part of the decision-making process to appoint an internal applicant, consideration will be given to professional development needs/opportunities as outlined in individual Development and Performance agreements (DAPs).

Step 2: Prepare your Application

To determine that you have the right knowledge, skills, and experience for our vacancies;

1. Review the Expressions of Interest – Treasury Talent Hub Advertisement; and
2. Review Treasury's Capability Framework.

Your CV should be up-to-date and include a description of your relevant work starting with your most recent experience (include dates) as well as any education and training. If possible, include a brief description of your duties and responsibilities for each job and outline your key achievements for each role.

It is important that you nominate two referees (preferably recent supervisors) who can comment on your skills, abilities, depth of experience and work performance. Referees will often be required to respond to an online referee report within one week of your interview, therefore it is important to keep your referees informed during the process.

Step 3: Submit your Application

To register to the Treasury Talent Hub please register your interest by clicking the link at the end of the advertisement on www.jobs.wa.gov.au, if you're an internal employee you can register by selecting the necessary link at the top of the registry vacancy. This will take you through several questions and steps. Remember to click the 'Submit' button at the end of your application.

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

- Prepared the relevant information requested in the expressions of interest advertisement; and
- Saved requested documents for submission such as cover letter and CV in MS Word (.docx) or PDF file formats only.

Step 4: Selection Process

Treasury is committed to ensuring that the most suitable applicant is appointed to the vacancies that arise within the department.

This register will be used to identify suitable applicants for short term, fixed-term positions, secondments, or transfer opportunities (for officers already employed in the public sector), that may arise within Treasury from receipt of application.

The assessment of applicants for these vacancies will be based on the skills, knowledge and experience as outlined in the curriculum vitae (CV) and covering letter provided and in relation to the vacancy, essential role specific requirements that need filling and Treasury's Capability Framework.

You will be contacted by phone or email if a suitable vacancy becomes available, and regular communication will be made with registered Talent Hub applicants.

If you are considered suitable for a vacancy that arises within the department, you will be advised on what the next step in the process will be.

Criminal Records Screening

Treasury has a criminal screening policy which will require you to provide 100-point identification check and undertake a criminal records screening clearance prior to appointment to a position.

Thank you for your interest in working for the Department of Treasury and registering to Treasury's Talent Hub!