



Department of  
**Local Government, Sport  
and Cultural Industries**

# **Information for applicants**





## About us

The Department of Local Government, Sport and Cultural Industries (the department) works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State.

The department provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians.

## Conditions and benefits

The department has attractive employment conditions which include:

- access to a range of flexible working options
- training and professional development opportunities
- health and wellness programs
- salary packaging
- superannuation contributions to your choice of provider
- generous leave entitlements
- an active social club and friendly work environment.

## Eligibility

The department requires employees to meet and maintain their eligibility to work with us.

Eligibility requirements may include working rights, criminal screening, Working with Children Checks for child related work and/or qualifications.

To be appointed to a permanent position, you must be an Australian citizen or permanent resident. Non-permanent residents with suitable visa and working entitlements are eligible for fixed-term appointments.

The job advertisement outlines the eligibility requirements of each vacancy.



## Preparing your application

The written application is the first step to demonstrating your suitability for the role. When preparing your application, please follow the instructions in the job advert.

### CV/Resume

Your CV/Resume should outline your work experience relevant to the advertised position. Include work history, duties and responsibilities, education and training, and key achievements.

### Referees

Your application must include contact information for two professional referees. At least one of your referees should be a current or recent line manager. Referees must be able to comment on your work experience and abilities. We recommend you check with your referee/s before nominating them.

As part of the selection process, we may request permission to contact your current employer. Please notify us if you have concerns about this.

### Statement addressing the criteria

Your written statement should detail how your own skills and experience meet the criteria for the advertised position, as described in the Job Description Form (JDF).

Be clear and concise, outline your role in the examples used, and the outcomes achieved.

You may find the **SAO** approach useful:

**Situation:** Where and when did you do it?

**Action:** What did you do and how did you do it?

**Outcome:** What was the result of your actions?

### Qualifications

Certain positions require the occupant to possess a specific or relevant qualification/s. If specified in the JDF, you will need to provide proof of any essential qualifications before an appointment is made.



## Lodging your application

Applications should be submitted online through the [Jobs WA](#) Government jobs board. If you experience technical problems with Jobs WA, email the RAMS Helpdesk at [ramshelpdesk@bigredsky.com](mailto:ramshelpdesk@bigredsky.com).

Should you have difficulties applying online or need to request any documents in an alternative format, please contact the department's Human Resources team on (08) 6552 7540.

Applications must be received by the closing date and time specified in the advertisement. The department is not able to accept late applications.

It is the applicant's responsibility to ensure their application has been received on time and lodged correctly with all attachments.

To withdraw your application, please contact the nominated officer in the job advertisement and formally withdraw online through Jobs WA.

## The selection process

A selection panel will be formed to assess each applicant's suitability for the advertised job.

The key steps in the recruitment process are:

- the selection panel assesses all written applications and shortlists those who are most competitive for further assessment
- shortlisted applicants may be assessed further through other methods. In most cases this will be a formal structured interview. Other methods that may be used include:
  - examples of your work
  - a presentation
  - task based assessment
  - feedback from your referees
- a selection report detailing the process and the recommended applicant/s is prepared and recommendation endorsed
- all applicants are notified in writing of the outcome and encouraged to seek feedback on their application
- a breach claim period of four (4) business days commences, 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*.