



Department of
Transport

Application information pack



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You may also like to undertake some additional research about the Department of Transport (DoT) by reviewing our corporate website at www.transport.wa.gov.au



Am I eligible to apply?

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.

Applicants that do not meet the above requirements will only be eligible for employment opportunities of a fixed term appointment nature.

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



DoT Values and Guiding Behaviours

Empowering a thriving community

These values underpin our business and it is critical that you take the time to understand just what they represent. During the selection process, it is important you reflect how your approach to 'doing business' fits with these values.



Working **together**, we get things done.

- » Engage genuinely with stakeholders and work with them to design services and deliver outcomes
- » Proactively recognise skills and experience
- » Build professional relationships with our peers and colleagues to understand their roles and priorities
- » Recognise and celebrate great performance, individually, in teams and across DoT
- » Share knowledge and available resources



Looking after **ourselves** and supporting **others**.

- » Value diversity and promote equity and inclusion
- » Be responsible for the physical and emotional safety of ourselves and those around us
- » Tackle challenges head on with empathy, sensitivity, and a genuine desire to resolve issues
- » Be flexible to enable a healthy work/life balance



Always open to **possibilities**.

- » Encourage continuous learning, try new things, and support each other to grow
- » Challenge the status quo with creative, fresh ideas that support a positive impact
- » Be bold and brave in our decisions and actions in service of the community
- » Be aware of our dynamic, changing environment and be prepared to respond



Taking ownership, we **deliver**.

- » Actively seek, hear, and respond to feedback
- » Make informed, fair and transparent decisions
- » Ask questions and share information to clarify expectations and deliver outcomes
- » Be responsible for our actions and deliver what we say we will
- » Act in alignment with Our Values, upholding the highest levels of integrity

Step 1 - Getting started

Preparing your application

To determine the application requirements, please refer to the work related requirements specified in the JobsWA advertisement. Most of our roles require you to submit a comprehensive curriculum vitae (CV) as well as address role specific criteria that are outlined within this section. There are also other means of assessment such as participating in a psychometric test or giving a presentation.

It will be the responsibility of the selection panel to assess your application to determine whether you will be selected for the next phase of the recruitment process. The panel will consider all the elements and information gathered through the recruitment process to determine the most suitable candidate.

Remember to check the closing date and time for the job you are applying for, as the onus is on you to ensure it is lodged correctly with all attachments and it is received on time!

Addressing the work related requirements

If the advertisement asks you to address the work related requirements (selection criteria), this will play an important part in the preparation and assessment of your application. To be considered for an interview, you will need to demonstrate to the panel that you meet the work related requirements for the position.

Please note that you may be asked to address all of the selection criteria or a few as determined by the Panel prior to advertising. All of the essential criteria may be assessed during the interview and referee phases. To do this, draw on your own experiences and provide a description of relevant and/or transferable skills and abilities related to the position. Your application should contain examples from your previous work history that best illustrate how your skills and abilities are related to the position you are applying for.

It is recommended you use a formula such as the SAO approach (Situation, Action, and Outcome) when addressing the job related requirements. Be clear and concise in your statements and provide evidence to support your claims.



Your CV and referees

Your CV will need to include a description of your relevant work experience preferably starting with the most recent periods (include dates). If possible include a brief description of your duties and responsibilities for each job and, outline your key achievements for each role. In addition, your CV should include your education and training. You may also like to outline any activities that you have undertaken outside of work which you feel are relevant to the job.

Please also include two referees. Your referees may be contacted at any stage of the recruitment process and you will need to provide your referee's work address, e-mail and contact telephone number for this purpose. It is highly recommended that you include your current line manager as a referee.

Information from your nominated referees will be sought either via verbal discussion or they may be asked to complete a referee report template to confirm the information you have provided about your previous work experience in relation to the job related requirements.

Lodging your application

To apply for this vacancy please click the "Apply for job" button at the bottom of the advertisement on Jobs WA. This enables you to complete some basic questions and upload your application (preferably either in MS Word or PDF formats). It is your responsibility to ensure it is received prior to the closing date. Late applications will not be accepted. When you are ready to lodge your application, please check to ensure that you have uploaded the following:

- A covering letter.
- Your CV demonstrating your relevant skills and abilities within the context of the JDF.
- A copy of your current working visa, if applicable (only for temporary roles where the visa is valid for the period of the role).
- A statement addressing the 'work related requirements', or the relevant information requested in the job advertisement.

These documents should be saved in MS Word or PDF formats .doc or .pdf format (applications in other formats that cannot be opened will not be assessed). Ensure you have plenty of time to submit your application.

If you experience difficulties applying, please call our recruitment hotline (08) 6551 6888 or email recruitment@transport.wa.gov.au and leave a message quoting the position number, your name and contact details as well as advising of the problem you're encountering.



Step 2 - Selection/Assessment Process

After assessing your application, the selection panel may invite you to attend an interview or participate in a range of selection methods (assessment centre, referee reports, work samples, role play). The selection methodology will be decided by the panel and applied consistently throughout the process. Whatever process the panel adopts, it will relate to the position requirements.

Preparing for the interview

So that you are prepared, you are encouraged to:

- Re-read the Job Description Form and the work related requirements.
- Consider how you would undertake the duties of the position and how you might resolve any problems. Also, think of examples where you have applied relevant skills and abilities in a similar role or situation.
- Prepare a portfolio of your work (if appropriate to the role) that demonstrates your skills and abilities. For example, copies of reports or spreadsheets. Please note that your portfolio will be viewed by the panel during the interview.

At the interview

You may find the following points useful to keep in mind when preparing for the interview:

- Be on time for the interview.
- Even if you have worked with members of the panel previously, you need to respond with enough detail and with examples which display your suitability for the position.
- Take time to answer each question.
- Present answers clearly and concisely and where possible, relate your answer to relevant past experiences.
- Remember, an interview is an exchange of information therefore you are welcome to ask questions or clarify information.
- Take a copy of your application to the interview.



Step 3 - What happens next?

Following the interview process the panel will consider all the information gathered to determine which applicant(s) best meet the work related requirements.

Feedback

At the conclusion of the selection process you will be notified of the outcome and encouraged to seek feedback. The information received may be valuable to you when you are looking for future job opportunities.

Breach process

If you are unsuccessful and are of the opinion that any of the process compliance requirements have not been met, you may lodge a formal application for a review of this process. You are encouraged to discuss your concerns with the contact person prior to lodging a formal application for review.

Information about this process will be sent to you when you are notified of the outcome of the selection process. Should you wish to proceed with a claim, this must be sent to the Recruitment Team, GPO Box C102, Perth, Western Australia 6839, or email recruitment@transport.wa.gov.au by close of business (5.00pm) on the date the Breach period closes. Claims cannot be accepted after this date.

It is important to note that the regulations do not provide for a review of the process to be undertaken on the grounds that you consider that you were more competitive than the selected applicant(s).

Pre-employment checks

The DoT is very committed to our Values, integrity and ethics in the workplace. Certain positions may require the candidate to submit a current (no older than three months) National Police Clearance and/or a Working with Children's Card prior to a contract of employment being offered.

Additional information

For specific information about the position please contact the person nominated in the advertisement in the first instance.

Applicants are strongly encouraged to lodge their applications as early as possible.

