



Department of Planning, Lands and Heritage (DPLH)



Applicant Information Pack





The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

What does DPLH do?

DPLH plans and manages land and heritage for all West Australians to conserve our past, protect our unique landscapes, nurture the present, and plan for the future. The Department is responsible for state-level land use planning and management, Aboriginal cultural heritage, and historic heritage.

DPLH responds to and balances demands for land, and proactively plans and advises on key development projects across the state to ensure our communities continue to prosper for our future generations.

The Department plans how to make best use of the state's natural and built assets for the sustainable and responsible development of all Western Australian communities, through evidence-based research, integrated policy development and stakeholder engagement.

The vast scope of our work ranges from managing much-loved state assets such as Fremantle Prison, to overseeing the Aboriginal Lands Trust and Crown land estates, to working closely with other State government agencies on strategic Government priorities such as METRONET.

DPLH supports three State Government Ministers, and five Statutory Boards and Committees.

For more information about the Department, please visit the [DPLH website](#).

OUR VISION

To respect our past, to create opportunities today, to plan our future

OUR PURPOSE

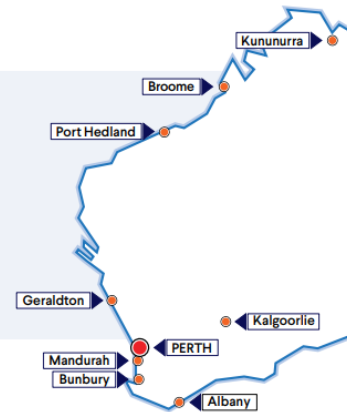
Planning and managing land and heritage for all Western Australians

Our key focus areas are:

Aboriginal heritage
and land management

Crown land administration

The Department currently has nine offices across Western Australia and manages two of the State's major tourism destinations – Whiteman Park and Fremantle Prison.



What makes DPLH a great place to work?

DPLH offers a supportive, diverse, and innovative environment with great benefits, including:

- Great work/life balance through flexible work arrangements and generous leave options, including parental leave, purchase leave, and long service leave after seven years of service.
- A range of regional benefits and allowances that are unique to each area.
- Opportunity to develop your leadership capability using [Leadership Expectations](#), including tools for reflection and assessment, performance conversations, learning and development, supporting you to achieve mastery for each leadership context and progression to the next.
- Opportunities for quality professional learning and development, including on the job and formal learning, study assistance and leave, and sponsored leadership development programs.
- Opportunity to be involved in Observance Calendar events which support and recognise various important observances throughout the year including NAIDOC Week, RUOK? Day, Pride Fest.
- An Employee Engagement monthly themed program with interchanging well-being activations to address normal stresses, support work productivity, and help you realise your potential.
- A health and wellbeing program, including annual flu vaccinations, annual health checks, skin cancer checks, and motivational activities.
- Access to the Employee Assistance Program, including holistic preventative wellbeing options.
- An active social club, with sponsored events and activities for metropolitan locations.
- Activity based working environment with modern facilities in a central city location (140 William Street, above Perth Underground Station), close to public transport.



OUR VALUES

Integrity – Respect – Collaboration – Professionalism – Innovation

Are you eligible to apply?

To be appointed to a position at DPLH 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.

Residency Status	Permanent Positions	Fixed	Term	/	Contract
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		Positions
Australian Citizens and Australian Permanent Residents	Yes	Yes
New Zealand Citizens with unrestricted work rights	Yes	Yes
Temporary Residents with a valid work right	No	Yes
Temporary Residents without a valid work right	No	No

Original documentation will need to be sighted prior to appointment. For more information on migration, view the [Department of Training and Workforce Development Migration WA website](#).

Accessibility

If you have any communication or access needs that require adjustment to allow you to participate in this recruitment process, please contact our Recruitment Team on (08) 6551 9419 or email recruitment@dph.wa.gov.au.

Step 1 – PREPARE YOUR APPLICATION

Read the instructions carefully

Ensure you read the job advertisement, Job Description Form (JDF) and other information carefully to determine if this is the right job for you. After you have read all the information, you may wish to speak with the contact person to learn more about the role.

The specific requirements for your application will be outlined in the advertisement.

You may be required to:

- Address specific requirements or capabilities
- Respond to specific questions
- Submit a comprehensive curriculum vitae and covering letter

Address the Requirements

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

We recommend that you provide examples using the **SAO** (Situation, Action and

Outcome) method. Other similar methods could be used such as STAR.

- **Situation** – what was the situation?
- **Action** – what did you do and how did you do it?
- **Outcome** – what were the results of your actions?


When addressing behavioural questions or requirements, focus on **how you behaved** (what action you took) in a specific situation. For further tips and examples, see **Attachment A**.

We encourage you to consider your non-government experience, volunteer work and transferable skills (i.e. critical thinking, teamwork) when responding to the requirements. Also, consider the [Leadership Expectations](#) context of the position you are applying for, as the requirements will reflect the expected behaviours and mindsets for that context.

The remaining requirements listed in the JDF will be assessed at later stages of the process.

Provide a Comprehensive Curriculum Vitae

Your curriculum vitae should focus on information that is relevant to the job you are



applying for, and include details of your work experience, skills, education and training.

Nominate your Referees

All vacancies at DPLH 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 you can confirm their availability and willingness to provide comments, if required.

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.

Overseas Qualification

If your qualification was not completed in an Australian Institute, you will be required to obtain an Overseas Qualification assessment. This is currently a free online service and only available to Western Australian residents at: <http://www.migration.wa.gov.au/services/overseas-qualification-unit>.

Submit your Application

When you are ready to submit your application, please ensure you have all your items ready to attach. After you've submitted your application, you will receive an email notification confirming we have received it. If you have any issues lodging your application via the Jobs WA website, please contact ramshelpdesk@bigredsky.com.

Step 2 – THE INTERVIEW PROCESS

The Selection 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. These may include skills assessments, presentations, and/or providing work samples. Any assessment tools used within the selection process will relate to the role and will be designed to assess your ability to meet the requirements and capabilities of the role as outlined in the JDF.

Preparing for an Interview and Other Assessments

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 JDF and the [Leadership Expectations](#) context of the position 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, experience, and behaviours to meet the requirements of the role.
- Make notes. Write down some relevant examples against the job requirements and capabilities outlined in the JDF and bring these along to help you.

On the Day of Interview - and Other Assessments

On the day of your interview, the following points may be helpful for your preparation:

- We recommend that you arrive 15 minutes early for your interview. If you encounter any delays, please make contact so the panel is aware, or can reschedule your interview time.
- You have the option to bring along notes for yourself, and a copy of your application for 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.
- Don't assume the panel members know about your suitability for the role, even if you have worked with them previously.
- Take enough time to answer each interview question clearly and concisely. Please don't hesitate to ask for clarification if you need it.
- Remember that you will also have an opportunity to ask the panel any questions you may have at the end of your interview.
- Take a deep breath! Try to stay relaxed and focussed.

The Selection Panel

The panel will usually consist of three members, but sometimes can include up to four. There may 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.

Equal Opportunity

As an equal opportunity employer and as a measure to achieve equality under sections 51, 66R and 66ZP of the Equal Opportunity Act 1984, Aboriginal and Torres Strait Islander people, young people (24 years of age and under) and people with disability who meet the requirements of the position, may be prioritised for appointment.

Step 3 – AFTER INTERVIEWS: WHAT HAPPENS NEXT

Pre-Employment Requirements

All appointments at DPLH require a satisfactory National Police Clearance which is organised at the cost of the Department. A criminal record does not necessarily disqualify you from appointment.

Dependent on the role, other pre-employment requirements may be required. These will be outlined in the advertisement and JDF.

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 will have the opportunity to seek feedback on their application.

We encourage you to contact the nominated person (usually the panel chair) in order to receive feedback. The information you obtain via this feedback can be valuable to you for future job opportunities.

Fair and Equitable Recruitment

DPLH 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 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](#).

After the breach period has closed

Once the breach period has closed, the successful applicant/s will be notified in writing if any breach claims were received. If no breach claims were received, the hiring manager will contact you to organise a suitable commencement date. This is then followed by a formal offer of employment, and documents you need to complete or provide prior to commencement.

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 or field you are interested in.

Occasionally, DPLH have short term (up to 12 months) opportunities available across a range of positions which need to be filled at short notice. To apply, please go to the [Temporary Employment Register](#).

You can also follow DPLH on LinkedIn or Instagram to keep up to date with current projects and career opportunities within the Department.

Thank you for your interest in working at DPLH. We wish you the best of luck with your application and future career.

Attachment A: Answering Behavioural Questions

Behavioural questions are aimed at finding out how you respond in different situations and how you may handle future challenges. They are similar to normal application questions, in that you can use a situation or challenge from past work experience to answer the question in detail.

SAO Method:

We suggest you have a group of experiences prepared and use the SAO method to answer behavioural questions, as outlined below.

- **Situation** – briefly explain the situation and context of your example
- **Action** - describe the actions that you personally took to complete the task or reach the end goal. Focus here on the “why” as much as the “what” and highlight skills or character traits.
- **Outcome** - explain the positive outcomes or results generated by your actions or efforts. You may like to consider relationship outcomes as well as task outcomes.

The most important thing to keep in mind when answering behavioural questions is that most of your response should focus on your **Actions**.

Examples:

1. At times you will be asked to do many things at once. How do you prioritise your tasks?

While you could answer this question by saying how you might prioritise your tasks, it's better to back up your claims. Use real examples from previous jobs about how you have organised your time.

You could say:

“In my current position, I am responsible for [detail your responsibilities] and I've had to manage [name the tasks you are responsible for]. I take time to plan my day/week and write down what I need to achieve by the end of the day/week, starting with the urgent tasks first. I break big tasks into smaller ones so I can make progress on different things over the course of the day/week. Using this method means I'm productive and nothing gets overlooked.”

2. Tell me about a time you made a mistake or didn't deliver to expectations, what happened? What did you learn?

This is an important question because it gives the hiring manager an insight into whether the candidate has had experience managing situations they are likely to face in the role. Provide real-life examples, not theoretical ones.

3. Can you tell me about the most difficult stakeholder you've had? Why was this the case? How did you make the relationship productive?

This question gives an insight into how you have managed challenging relationships in the past.

You could say:

“I was working with a client who was constantly late for morning meetings and when I tried to finish our appointments on time they would get angry. It meant that I was behind schedule for the rest of the day. I asked the client privately if there was anything I could do to help them get the most out of our time together and they said they were late because they couldn't find a car park in the morning. I organised a car parking pass and they were never late again.”