

Vacant Position: Human Resources Officer, Level 4
Public Sector/ CSA Agreement 2022, Level 4, \$87,712 – 92,057 pa
Division: Business Services
Position Number: WAEC1084

WHO ARE WE?

The Western Australian Electoral Commission helps deliver democracy in the State. It is the department responsible for conducting a wide range of elections, maintaining the State's electoral database and providing electoral education and information services. We also support the Electoral Distribution Commissioners when they convene to review the State's electoral districts and boundaries.

The Commission's future focus is on modernisation and improving efficiency and effectiveness as a department of state. We are looking to deliver what our customers, the electors of Western Australia, are asking for; secure, trusted and simple electoral processes with timely and impartial outcomes; administered by an independent organisation that increasingly applies technology and digital data in order to meet our service obligations.

SUBSTANTIVE EQUALITY STATEMENT

The WA Electoral Commission promotes flexible work options and is an equal employment opportunity employer. We encourage Aboriginal Australians, young people, people with disabilities, people from culturally diverse backgrounds and women, to apply for positions with our agency.

TO APPLY

Applicants are required to apply online and need to submit a written application consisting of a comprehensive Curriculum Vitae (CV) or resume and a brief covering letter not exceeding two (2) pages, relating your skills and experience to the requirements of the position (Selection Criteria) as outlined in the attached Job Advertisement. The relevant Job Application Package which includes the Job Application Information, the Job Description and the Application Form is attached. All work-related requirements listed in the Job Description Form may be assessed during the selection process. Addressing the selection criteria is the most important part of your application.

Applications must be received at the Commission's head office by the deadline. Late applications cannot be accepted. The lodgement of a pro forma application prior to the closing date and the forwarding of additional information after the closing date will not be accepted.

JOB APPLICATION INFORMATION

Any person may apply for a vacancy except public sector employees who accepted a voluntary severance package are ineligible for the period of the severance and leave payments.

Australian citizenship or permanent residency is an essential requirement for applicants to be considered for permanent positions in the public sector.

The following information is provided to assist you in your application for the advertised vacancy.

OUR RECRUITMENT AND SELECTION PROCESS

We aim to be fair and equitable in our recruitment decisions. Decisions will be made on the basis of merit, equity and probity and in accordance with legislative requirements, Equal Opportunity policies and the Employment Standard, which includes the following compliance requirements in regard to merit, equity, interest and transparency:

- A proper assessment matches an applicant's skills, knowledge, and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity.
- The process is open, competitive, and free of bias, unlawful discrimination, nepotism, or patronage.
- Decisions about an employee's secondment or transfer take account of the employee's interests and the work-related requirements of the relevant public sector body.
- Decisions are transparent and capable of review.

Key steps in our recruitment process are:

- selection panel assesses applications and invites the most competitive applicants for interview.
- interviews are conducted.
- referee reports may be obtained for preferred applicants.
- selection report prepared and approved by the Electoral Commissioner
- applicants notified.
- claim for breach of compliance requirement period closes.
- if no claim for a breach of compliance requirement is submitted, successful applicant is confirmed.

YOUR APPLICATION

Your written application is very important as it may be the sole basis on which an assessment is made for interview.

Applications should include the following, so the Selection Panel has sufficient information to assess your claims:

Selection Criteria

This is the most important part of your application. The selection criteria demonstrate your experience, knowledge, skills, and qualifications relevant to the position and each point listed in the selection criteria must be addressed to ensure that you are considered for an interview. Compile a written statement of no more than two pages addressing each selection criteria by outlining your knowledge, skills, and abilities in relation to this position. The selection criteria is stated in the Job Description Form. Applicants who demonstrate that they meet all essential and desirable criteria are most competitive in comparison with other applicants and will be interviewed.

Curriculum Vitae

Your curriculum vitae should comprise a resume of personal particulars and an outline of your work history and academic career. Your curriculum vitae should provide the following information:

- personal details such as place of residence, contact telephone numbers, residency status.
- your academic and/or professional training
- affiliation to professional bodies etc. if applicable
- a brief description of work experience, documented from the most recent to the least recent.
- describe achievements or accomplishments relevant to the position i.e., reports released for public distribution, publications, etc.

Referees

Referees may be contacted to assist the selection panel in reaching the final selection decision. Please provide the name and contact details for two work-related referees, nominating at least one current or recent line manager. The selection panel will not contact any referees not listed without your permission. If you have

difficulty in supplying referees or would prefer the panel to contact them only after an interview, please advise us accordingly.

Referees only comment on questions which relate directly to the selection criteria and the applicant's merit, diligence, experience, and good conduct.

GENERAL INFORMATION

Keep a copy of your application. It will be useful for reference should you be short listed for interview.

THE INTERVIEW PROCESS

Interviews will be conducted with the most competitive applicants. The following information may assist you if you are selected for an interview:

Interview Preparation

Where possible, the selection panel will give you a minimum of one day's notice before your interview. The questions asked in the interview will always relate to the selection criteria for the position, and each applicant interviewed will be asked the same questions. Focus on your past experiences in relation to those criteria.

Re-read the job description and think of examples of situations where you have applied the relevant skills and abilities.

If you have relevant reports or documents, you have prepared which provide examples of your skills and abilities present these at the interview or provide the panel with a copy.

The Interview

Never assume that a panel member knows your suitability for the position.

Do not feel compelled to answer questions immediately.

Always ask for clarification on a question if you do not understand the question or are unsure of the information the panel is seeking.

Feel free to ask the panel any question relevant to the position or the organisation.

At the end of the interview, you will have the opportunity to add further information relating to an interview question or tell the panel why you are the best person for the position.

ENQUIRIES

Please contact Human Resources at hr@waec.wa.gov.au or 9214 0454 for further information about the recruitment process.

POLITICAL NEUTRALITY and CONFIDENTIALITY

The successful applicant will be required to sign a statement in accordance with section 15A of the Electoral Act 1907 declaring that they have no active or official connection with any political party or candidate and a confidentiality form to ensure the integrity of the Commission's activities.