



Government of **Western Australia**
Department of **Health**
Institute for Health Leadership

2025 WA Health Graduate Development Program

**Application Information Package (Finance and
Business Stream)**



The Recruitment Process

We aim to be fair and equitable in our recruitment decisions and match applicants' skills, knowledge and abilities with the work related requirements of the job and the needs of the Department, work group, customer and community.

Decisions will be made in accordance with legislative requirements, including Equal Employment Opportunity and the Public Sector Employment Standard. All decisions are open to review.

The minimum standard of merit, equity and probity is met if:

- a proper assessment matches a candidate'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 are transparent and capable of review.

How To Apply

For specific information about the position, the process or lodging your application, please email Graduate.Development@health.wa.gov.au or phone (08) 6373 2306.

WA Health is committed to building a workplace culture that values diversity and inclusion. We are actively looking for recent university graduates from any of the following diversity groups to be a part of our 2025 intake:

- People who identify as Aboriginal and/or Torres Strait Islander
- People with disability
- People 24 years and under

As a measure to achieve equality, Section 51 of the Equal Opportunity Act 1984 applies. Aboriginal and Torres Strait Islander graduates are encouraged to apply.

To increase opportunities for graduates with a disability, Section 66 of the Equal Opportunity Act 1984 will apply.

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Step 1: Ensure Eligibility

Eligibility Criteria:

- Successful completion of a recent tertiary qualification, with a completion date (not graduation ceremony date) between January 2023 and December 2024. The tertiary qualification must be a minimum of an undergraduate degree.
- Achievement of a minimum Weighted Average Mark of 65% and above for the tertiary qualification. Section 51 will be applied to this criterion for Aboriginal and/or Torres Strait Islander applicants. Section 66 will be applied to this criterion for applicants with disability.
- You must be an Australian citizen or permanent resident by the end of the calendar year in which you apply, e.g. become an Australian citizen by December 2024.

Applicants graduating mid-year 2025 are encouraged to apply for the 2026 program.



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Step 2: Understand the Role

The below summary provides an overview of the Finance and Business Graduate Officer role and the capabilities that your application will be assessed against.

Overview of key responsibilities:

To actively build on existing skills from previous qualifications and experiences, and work with health services and the Department of Health, to contribute to the development of business products that improves the financial and business management and accountability of the WA Health system. The work plan is based on rotational opportunities and will encompass projects, research, analysis, and policy.

Work related requirements

Essential selection criteria

1. Degree qualifications in accounting, finance or economics with good academic standing.
2. Demonstrated ability to collect/research relevant information, problem-solve and make evidence-based recommendations.
3. Demonstrated ability to prioritise and organise work, use initiative and commit to achieving results.
4. Demonstrated ability to work in a professional and ethical way, accepting personal responsibility for meeting expectations.
5. Demonstrated ability to work effectively with internal and external stakeholders to develop relationships and build rapport.
6. Demonstrated ability to use clear, well-structured verbal and written communication when providing financial and business advice.
7. Excellent computing skills, including the ability to use Microsoft Excel to manage large data sets.

Desirable selection criteria

1. Knowledge of the WA Health system (or health related industries).
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
3. Eligible for enrolment into the Chartered Accountants (CA) or Certified Practising Accountants (CPA) Australia Program - accredited degree pathway.

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Step 3: Prepare Your Application

Once you have determined that you have the right qualifications, knowledge, skills and experience for the role, you can start preparing your application.

Your entire application is to be completed online, by clicking the 'Apply for Job' button at the end of the advertisement. This will take you through a number of questions and steps. The below steps outline the documents and information required, so it may be a good idea to prepare these before beginning your online application.

Step 4: Begin Your Application

4.1 Answer the Online Questions

Please ensure you answer all the required online questions. We will ask you:

1. About your work/volunteer experience
2. About your areas of interest
3. How you have demonstrated the capabilities in our selection criteria

4.2 Answer the selection criteria

To determine your suitability for the role, you will be required to provide written responses that demonstrate a number of capabilities. It is recommended that your responses clearly articulate how your qualifications, knowledge, skills and experience (university, work, volunteer, school, sporting or community service) address these.

You will need to provide responses to essential criteria **2, 4, 5, 6 and 7** (as listed on p.5), in no more than 300 words each.

The other essential criteria will be assessed in other forms throughout the recruitment process.

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Tips:

1. Do your research. Learn as much as you can about WA Health and work this knowledge into your response. Get familiar with our Vision, Mission, Values and Key Priorities.

2. Unpack each application question – e.g. Highly developed organisational skills including the ability to prioritise and meet deadlines.

- What are organisational skills? What kind of tools or techniques can you use? List them out in your response.
- Ability to prioritise - Do you make to do lists? Do you utilise prioritisation principles ?
- Ability to meet deadlines - How did you use your organisational and prioritisation skills to meet a deadline? Use this example to tie everything in.

3. Address the selection criteria. The STAR approach may help you to demonstrate how you meet the key work related requirements in a structured way.

Situation

10% of your response

Describe a specific event or situation that you were in. The who, what, where, when etc.

Task

20% of your response

Explain the task you had to complete, highlighting specific challenges or constrains (deadlines, issues, costs etc.)

Action

50% of your response

Describe the specific actions that you took to complete the task. These should highlight desirable traits that the panel is looking for.

Result

20% of your response

Close with the outcome of your efforts. Include figures to quantify the result if possible.

4. Proofread your application thoroughly, checking for grammar, syntax, spelling or typographical errors. It may be useful to ask a family member or friend to read your application and provide you with feedback. Remember, this is an opportunity to make a great first impression.

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4.3 Attach your Curriculum Vitae

Your Curriculum Vitae ('CV' or Resume) should include:

- Your name, address, email address and contact telephone number (most correspondence will occur through email)
- A comprehensive outline of your relevant:
 - Work/volunteer experience - Please include employment and volunteer work dates
 - Achievements
 - Other activities (committees, hobbies/sports, publications etc.) if applicable
- Your qualifications and relevant training courses completed, including dates of course completion
- The names and contact details of two professional referees (at least one should be a current or previous supervisor or an individual who can comment on your abilities).

4.4 Attach your Academic Transcript

Attach a copy of your academic record that clearly shows:

- Your full name
- Your university's name
- Units studied and scores achieved out of 100 in those units
- Overall course average out of 100

The transcript you supply must be up to date, within 6 months from the date of application. Note: If you have not completed your degree yet or been issued a formal transcript, an electronic statement of results will be accepted as long as it clearly shows the above information.

Tips:

- Save your Academic Transcript in one of the following formats; MS word, PDF, JPEG or GIF
- Please note that attachments can only be up to 2MB per attachment

Tips:

- Your CV should be approximately 2-3 pages
- Save your CV in either a PDF format or MS word
- Please note that attachments can only be up to 2MB per attachment.

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Step 5: Submit your Application

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

- Prepared responses to the selection criteria.
- Saved the necessary documents (e.g CV & Academic Transcript) ready for uploading in MS Word (.doc) or PDF file formats only.
- Ensured you have plenty of time to submit your completed application and allow for system outages.

Please note: Under no circumstances can proforma or late applications be accepted. It is strongly recommended that you allow ample time to prepare and submit your application by the closing date and time.

Step 6: Assessment of Written Applications

A panel of assessors considers each applicant's written responses and records the outcomes.

Applicants with the highest aggregated ratings from the written application stage are shortlisted and invited to attend a group assessment.

WA Health is committed to undertaking a 'proper assessment of merit' to ensure that the most suitable people are appointed. At all stages in the recruitment process the panel will be determining suitability based on a thorough assessment of the applicant's ability to meet the essential capabilities.



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Step 7: Group Assessment Process

If you are shortlisted for the Group Assessment Process, you will need to attend a face-to-face session on the **26 June 2024**, in order to be considered for the final panel interview. This Group Assessment will involve applicants completing several activities relevant to the role criteria.

If you demonstrate satisfactory competence in this assessment process, you will proceed to Step 8 of the selection process.

Step 8: Individual Interviews

The in-person interviews are scheduled between **3 - 5 July 2024**, and will take approximately 30-45 minutes.

You will be provided the questions 10 minutes prior to the interview to allow you to prepare responses.

A panel of 3 or 4 people will ask applicants a set of questions.

At the end of the interview, applicants will have the opportunity to ask questions.

You will need to provide certified copies of your original academic records and Identification so they can be viewed following the completion of your interview.

Step 9: Referee Checks

You should notify your nominated referees once you have received confirmation of your attendance at the Group Assessment Centre so that the panel can conduct referee checks.

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For more information, visit the [WA Health Graduate Development Program Web page](#)

