

## Applicant information

Thank you for your interest in a career with the Department of Primary Industries and Regional Development (DPIRD). The following information will assist you in preparing and submitting your application and guide you through our selection process.



### About us

At DPIRD we strive to cultivate and preserve Western Australia's agriculture, food industry, and aquatic resources while also building vibrant regional communities with flourishing economies. An important part of our role is to support the growth of strong regional communities that are desirable places to live, work and invest.

DPIRD is committed to developing and supporting a workforce that is well-equipped, highly motivated, diverse and inclusive to provide responsive, quality services to all Western Australians.

We encourage applications from people from a diverse range of backgrounds and lived experiences, including Aboriginal and Torres Strait Islanders, people with disability, people with diverse sexualities and genders, youth, women, and people from culturally and linguistically diverse backgrounds.

Our values and behaviours are at the core of everything we do as a department.

**Working together - Acting with integrity - Responding with purpose**  
**Embracing curiosity and creativity - Aspiring for a better future**

DPIRD's work is undertaken in partnership and collaboration with the nine Regional Development Commissions. For more information, please visit the following websites:

- [Department of Primary Industries and Regional Development](#)
- [Gascoyne Development Commission](#)
- [Goldfields Esperance Development Commission](#)
- [Great Southern Development Commission](#)
- [Kimberley Development Commission](#)
- [Peel Development Commission](#)
- [Pilbara Development Commission](#)
- [South West Development Commission](#)
- [Wheatbelt Development Commission](#)
- [Mid West Development Commission](#)

## **Benefits of working at DPIRD**

DPIRD offers a range of great benefits and encourages our employees to maintain a healthy work-life balance by offering flexible working conditions wherever possible.

### **General benefits**

- Flexible work options, including part-time and job-share, working remotely and flexible hours
- Generous leave entitlements
  - 4 weeks annual leave
  - 13 weeks long service leave for every 7 years of service, with the option to take some or all of it for a longer period at half-pay
  - 14 weeks of paid parental leave (including adoption)
  - 3 extra public service holidays to be used each calendar year
  - Options to purchase additional leave
- Health and well-being programs.
- Opportunities to assist during incidents and emergencies.
- Eyesight testing and glasses subsidy.
- Additional allowances and entitlements for positions covered by an Agency Specific Agreement.
- Salary packaging with a range of providers.
- An active social club and friendly work environment.
- Bulk annual leave loading payment every December.

### **Learning and development opportunities**

- Access to paid and non-paid study leave
- Opportunities to work in other roles at level or at a higher level with additional pay
- On the job training
- Online training
- Internal and external seminars and workshops
- Professional development courses

## **Additional regional benefits (applicable to some specific regional locations)**

- District allowance
- Subsidised housing, where available
- An additional week of annual leave (if located above the 26<sup>th</sup> Parallel South)
- Paid travel-time (annual leave travel concession)
- Air conditioning subsidies

## **Incident and Emergency Management**

DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, business hours to assist with incidents and emergencies according to capability, capacity, training and level of experience.

All roles within DPIRD include the requirement to participate in incident and emergency management activities commensurate with capability, capacity, training and level of experience.

Incident and emergency management at DPIRD involves a range of activities that may include administration, research, industry liaison, communication and planning. There are also a range of operational and front line activities such as biosecurity field operations and animal welfare response.

It is anticipated that all applicants will, in general, have some capacity to participate and those who have undertaken the required training and demonstrated the necessary ability and capacity for operational and front line activities will have the opportunity to perform those duties.

## **Eligibility**

To be eligible for a permanent appointment to the Western Australian public sector you must be an Australian citizen or have permanent residency status in Australia. To be eligible for a fixed term or a casual appointment you must have documentary evidence of your entitlement to live and work in Australia for the period as part of your application.

## **Preparing your application**

To prepare for your application, please read the job advertisement, the Job Description Form (JDF), and any other information provided carefully so you feel confident you have the necessary skills and abilities to be successful in the position. The JDF provides an outline of the role and the responsibilities and work-related requirements. These requirements are the skills, experience, knowledge, and/or qualifications relevant to the role, which are essential to successfully perform the duties of the position.

You may also like to call the contact person listed in the advertisement to gain a better understanding of the position and its work-related requirements.

Your application should always include a comprehensive CV, copies of any relevant qualifications, and any other details specified in the advertisement. You may also be asked to provide a cover letter or a written response to some questions or address some or all of the work-related requirements. Please read the advertisement carefully to ensure that you submit everything that we will need to assess your suitability.

**TIP:** Everyone who applies claims they have the skills required, so make sure you demonstrate to us that you do. You can strengthen your claims to have higher-level experience, knowledge, skills, and abilities about each work-related requirement by giving

an example or scenario that demonstrates the level of knowledge and skills you were required to use to reach a desired outcome.

- Include:
- W** What happened
  - H** How you dealt with it
  - O** Outcome – what was the result?

If the role you are applying for has an essential requirement for a qualification, please provide a copy with your application. If your qualifications were obtained from an educational institution outside Australia, an assessment of your qualifications from an authorised skills recognition authority will be required before commencement. It is recommended that you initiate this action immediately, if required, as it may take up to eight (8) weeks to arrange. Any costs associated with this will need to be met by you as the applicant.

Further clarification, however, may be obtained from an authorised skills recognition authority (e.g. the Secondary Education Authority for secondary qualifications), Education Department for tertiary qualifications, TAFE for technical qualifications, or the National Office of Overseas Skills Recognition for judgment.

As an applicant, you **must provide sufficient information to enable the selection panel to assess your suitability against the specified work-related requirements.**

## How to apply

Applicants must apply online at [jobs.wa.gov.au](http://jobs.wa.gov.au). Please allow yourself **at least 30 minutes** to lodge your application.

**Follow the instructions** in the job advertisement on how to apply and what is required in your application. Take note of the job application closing date and time.

When you are ready to submit your application, please ensure that you have:

- A comprehensive CV, which outlines all relevant positions held, education/training undertaken, qualifications and should detail key responsibilities, tasks, outcomes and achievements.
- Addressed the 'work-related requirements' or prepared the relevant information requested in the job advertisement. If you are unclear about what is required, contact the person nominated in the advertisement.
- All attachments saved in MS Word, MS Excel, or PDF formats only. (Please note, each attachment must not exceed 2MB); and
- Allowed sufficient time to submit your application.

Click on the 'Apply for job' button at the top/bottom of the advertisement on the WA Jobs website and follow the steps. You will receive a unique reference number once you have submitted your application successfully.

If you have difficulties in lodging your application online, please contact RAMS Helpdesk on 1300 733 056 in the first instance.

## Closing date

It is **your responsibility** to ensure your application is submitted and accepted before the published closing time. Applications received after the closing time and date cannot be accepted.

**It is strongly recommended that you allow ample time to prepare and submit your application.**

## **Commissioner's Instruction 1: employment standard**

The Department undertakes all recruitment, selection and appointment processes in accordance with the Commissioners' Instructions. We are committed to being fair and equitable in our recruitment decisions, making sure that the most suitable and available person(s) are selected and appointed.

## **Selection process**

The selection panel (generally consisting of three people) will assess all written applications based on the information and documentation you have submitted and agree on a short-list of the most competitive applicants for further consideration. This will occur after the closing date.

The Department aims to attract the most competitive field possible and reserves the right to include a targeted search process for any advertised role.

The selection process for each position is unique and may include written assessment, psychometric testing, cognitive testing, job-rated tasks, face-to-face interviews, video interviews, reference checks, or other assessment methodologies to find the most suitable applicant for the position.

We endeavour to complete this process as soon as possible, but on some occasions, the availability of panel members and applicants may delay this process. If you'd like to check on the progress, please phone the contact person listed in the job advertisement.

## **Feedback and the review period**

After the selection process, you will be notified of the outcome via email, and you are encouraged to seek feedback. This information may be valuable to you when you are looking for future job opportunities.

DPIRD utilises a four (4) day review period whereby unsuccessful applicants may lodge a formal application for a review of the process if they believe that the Employment Standard has been breached.

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

## **What happens next?**

If you are a successful candidate and we have an upcoming vacancy to fill, we will contact you to discuss your appointment and commencement date, subject to you meeting the pre-employment/special requirements listed on the job advertisement and JDF prior to your appointment.

**Thank you for your interest in working with us at DPIRD and good luck with your application!**