



Applying for a Vacancy with VenuesWest (Permanent and Fixed Term Positions)

Purpose

This guide will assist job seekers in applying for vacancies with VenuesWest.

Contents

1. Working for VenuesWest
2. Eligibility Requirements (All Positions)
3. Declaration
4. Written Application
5. Shortlisting
6. Assessment of Shortlisted Candidates
7. Reference Checks
8. Notification and Feedback
9. Pre-Employment Checks and Assessments

1. Working for VenuesWest

VenuesWest owns and manages Western Australia's best sport and entertainment venues on behalf of the State Government. Our portfolio currently consists of 13 venues including HBF Stadium, HBF Arena, Champion Lakes Regatta Centre, and the Midvale SpeedDome.

VenuesWest aims to recruit and retain excellent employees who are passionate about the jobs that they do and the services that they provide. Our employees are committed to achieving our business objectives and committed to upholding our organisational values. To do so we provide a stimulating and satisfying work environment where effort and contribution are recognised and rewarded.

Our Vision and Purpose

"We deliver world class sport and entertainment experiences. VenuesWest directly supports high performance sport through the optimisation of our venues. We strive to provide venues with world class competition standards for our targeted sports and provide subsidies to sporting bodies for the use of these facilities. We champion dreams by facilitating pathways for athletes to excel in their chosen sport. Our

venues are effectively managed to ensure we deliver world class sporting and entertainment experiences to the people of Western Australia.

Our Strategic Objectives

- Deliver outstanding customer experiences
- Ensure our portfolio of sport and entertainment venues is fit for purpose
- Engage a workforce that is aligned, highly capable and adaptable
- Realise commercial success to subsidise high performance sport and enable reinvestment into our venues
- Secure world class events

The VenuesWest Way

The VenuesWest Way guides the way we work and our behaviours. Board members and staff are committed to these principles.

- We champion dreams
- We deliver safely
- Together we win
- We act like owners
- We celebrate success – big and small

Benefits of Working for VenuesWest

VenuesWest promotes a healthy and active lifestyle for all our employees and as such, employees have access to various benefits. The current available benefits include:

- Employee Assistance Program
- Influenza vaccinations
- Optical reimbursements
- Fitness and Aquatic memberships
- Sport, recreation and education program discounts
- Flexible working arrangements (where applicable)
- Support for community, sporting and charity events
- Corporate health membership discounts
- Blood donors leave
- Free on-site parking
- Discounts in our on-site cafes
- Uniforms provided (where applicable)
- Learning and development opportunities

Note - VenuesWest reserves the right to amend employee benefits in line with operational requirements.

Equal Opportunity and Diversity

As an equal opportunity employer, VenuesWest promotes a workplace that is free from practices that are biased or discriminate unlawfully against employees or potential employees. VenuesWest also encourages employment from diverse backgrounds.

2. Eligibility Requirements (All Positions)

Right to Work in Australia

To be eligible for employment at VenuesWest it is essential that you have the right to work in Australia.

The following documents can be used as evidence of having a right to work in Australia:

- Evidence of permanent resident status
- Temporary visa with entitlement to work
- Australian or New Zealand passport
- Certificate of Australian citizenship
- Australian birth certificate

If these documents are shown as evidence and there is no photograph, a photograph will be requested such as one from a driver's licence.

National Police Clearance

Candidates found suitable through a recruitment process are required to provide a National Police Certificate obtained within the last three months.

Prospective employees may be assessed as unsuitable on the basis of information provided through a National Police Certificate, if there is a reasonable assessment of risk associated with the performance of the duties of the position. VenuesWest will make a determination of suitability based on:

- relevance of the offence to the position
- seriousness of the offence
- recency of the offence
- degree of risk to VenuesWest, clients and co-workers
- requirements of the Spent Convictions Act 1988

3. Declaration

As part of the application process, you are required to acknowledge a declaration statement.

By submitting an application, you are declaring all statements in the application to be true and correct, to the best of your knowledge, at the time it was submitted. You acknowledge that the information you are providing will be relied on in assessing your application, and that, if you are appointed to a position, any significant information that is found to be false or misleading may make you liable for disciplinary action including possible dismissal.

If you subsequently become aware that information you have provided is false or misleading you should immediately bring it to the attention of VenuesWest.

4. Written Application

The required documentation for your application will be listed in the job advertisement. In most cases, you will be asked to include a CV and cover letter that demonstrate your skills, knowledge and experience against one or more of the capabilities listed in the job description.

Your CV and covering letter should be clear, concise and effective tools that highlight your skills and experience, and markets you as the best candidate for the role. You should clearly indicate the position that you are applying for and provide a clear link between your skills, experience and knowledge in relation to those required for the position.

Before applying for the vacancy, make sure that your CV is up to date with your contact information and includes information relating to your employment including position title, the organisation that you work for, dates of employment and the duties that you performed in the position. You should also include information on any relevant education and training that you have undertaken.

Familiarise yourself with the position being advertised:

- Read the advertisement and job description to gain an understanding of the position. Locate further information about the position either through our website – www.venueswest.wa.gov.au or by making use of the contact person listed in the advertisement.
- Think about how your experience, skills and knowledge fit with the position and include this information in your cover letter.

You should tailor your cover letter to reflect the position requirements and include qualitative examples to demonstrate how your skills, knowledge and experience match the selection capabilities.

Where the position requires specific qualifications as part of the selection capabilities, it is recommended that you include these as attachments as part of your application. Do not attach qualifications/certifications that are not a requirement of or not relevant to the position.

How long should your cover letter be?

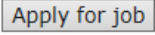
In some cases, the advertisement will specify the length of the cover letter. In these cases, you should follow the requirements of the advertisement. In cases where the document length is not specified, as a guide you should limit your cover letter to 2 to 3 pages.

What format should your application documents be?


When applying online via JobsWA, your application documents should be saved as MS Word, MS Excel, Adobe PDF, JPEG or GIF format. Please do not submit files in Publisher, ZIP or password protected files as this may affect the accessibility of your application.


Please note that there is a size restriction to each attachment which is 2MB per attachment with a combined total of 8MB for all attachments.

How do I apply?

All applications must be submitted online through JobsWA by clicking on the 'Apply for job'  button at the top or the bottom of the job advertisement.

You will be required to enter and confirm your email address before continuing to the Personal Details page.

You must enter all of the required fields and then click on 'Next'  to move through to the Application Questions page. Please ensure that you answer all of the Application Questions before clicking on 'Next'

 to move through to the Attachments page.

Add any attachments you need and then click on 'Next' to go through to the final page where you can submit your application .

Please note that each advertisement will specify a closing time. Late applications will not be accepted. It is your responsibility to ensure that the application is submitted online through JobsWA prior to the closing time. Please note that applying online can take time and you should ensure that you commence the application process with plenty of time to submit before the closing time. Once the closing time has been reached, further applications cannot be processed through the system regardless of whether you are part-way through the application process.

If you are having issues with the JobsWA application system, please contact rams@psc.wa.gov.au for assistance. However, if it is close to the closing time, we recommend that you also contact VenuesWest People and Culture on 08 9441 8240 to alert them of the issues that you are having with your application.

5. Shortlisting

Once the advertisement has closed, a selection panel (minimum 2 people) will review the applications that have been received and assess them against the requirements of the position. Depending on the number of applications received, this can take time.

Candidates who have been shortlisted will be contacted to make arrangements for further assessment.

6. Assessment of Shortlisted Applicants

Candidates who are shortlisted will be further assessed through one, or a combination of the following:

- Panel Interview – these may be conducted face to face, via Skype or via telephone
- Work Skills Test – candidates may be asked to attend a skills test based on the requirements of the position
- Work Samples/Portfolio – candidates may be asked to submit a portfolio of work for assessment by the selection panel
- Presentations – candidates may be asked to present information to the panel or to a group of VenuesWest employees

Depending on the role, you may be provided with information prior to the interview to assist you to prepare.

Following these assessments, the panel will make a decision on the preferred candidate for the position and proceed with reference checks.

7. Reference Checks

A minimum of two referees will be contacted for the preferred candidate. Referees will be asked to attest to the candidates' skills, knowledge and experience relevant to the position. It is important that you provide the names of referees who directly supervised you in your roles. Co-workers and personal referees are not suitable for the purposes of the reference checking process.

Reference checks are utilised as a validation tool and candidates will be given the right of reply to any adverse comments that could adversely impact on the decisions of the recruitment panel.

8. Notification and Feedback

At the conclusion of the recruitment process, the preferred candidate will be contacted with an informal offer. This offer is subject to the requirements of the Breach Claim Notification Period outlined in the *Commissioners' Instructions for Filling a Public Sector Vacancy* and the *Employment Standard*.

All other applicants will be notified of the outcome of the recruitment process and their rights in relation to the Breach Claim Notification Period.

Candidates may request feedback from the nominated contact on the notification email.

Following the Breach Claim Lodgement Period, the successful candidate will be contacted with a formal offer of employment.

9. Pre-Employment Screening and Assessments

Successful candidates may be required to undergo pre-employment screening prior to commencement.

Medical Checks

Certain positions will require a pre-employment medical check to ascertain if the candidate is able to undertake the physical requirements of the position. Candidates may be deemed unsuitable for the position if it is determined that they have any pre-existing medical condition, or effects of ongoing medication, that will prevent them from carrying out the inherent requirements of the position.

Working with Children Checks

Positions that undertake 'child related work' will require a Working with Children Check. 'Child related work' means that the usual duties of the position involve, or are likely to involve, contact with a child, in connection with one of the categories defined in Section 6 of the *Working with Children (Criminal Record Checking) Act 2004*.

VenuesWest may be subject to penalties if an employee is allowed to work without holding a current Working with Children card or without having made an application for one.

Prospective employees, who have been charged with or convicted of certain offences under the *Working with Children (Criminal Record Checking) Act 2004*, are prohibited from carrying out child related work. In these instances, the prospective employee will return a 'negative notice' or 'interim negative notice'.

Essential Qualifications and Certifications

The job description will detail any qualifications and/or certifications that are essential to undertaking the particular role. Timeframes may be indicated to allow candidates to obtain the qualifications following commencement in the position. If no timeframe is provided, then the candidate must hold the qualification upon commencement. It is the obligation of the candidate to obtain these qualifications and certifications unless otherwise negotiated as part of the employment contract.

Further information

If you require further information please contact People and Culture on (08) 9441 8362

The information contained in this document is intended as a 'guide' only. Reference should be made to the relevant legislation, Commissioner's Instructions and policies for more detail.

