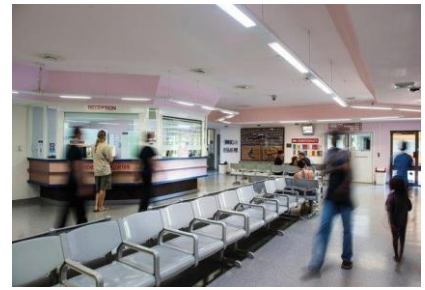


Application Information Package

WA Country Health Service



Thank you for considering the position we have on offer. In this information pack you will find the following information:

- [About WACHS](#)
- [Working with Us](#)
- [Regional Information](#)
- [How to apply](#)
- [Selection process](#)
- [Next Steps](#)

We hope this information is helpful in your job application journey. We look forward to reading your application and you being part of our selection process.

Good luck!

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Our Values: Community | Compassion | Quality | Integrity | Equity | Curiosity



ABOUT WACHS

WA Country Health Service (WACHS) is committed to providing accessible health services to the regional population, and a quality health care workforce. If you would like to know more, our [strategic priorities](#) will give you an outline of the direction we have set.

WACHS has a diverse service model from nursing posts and outreach services, to child health clinics and bustling Regional Health Campuses. As a team, we play an important role in the lives of people in our country communities.

Our services span across an area of more than 2.5 million square kilometres from Kalumburu in the Kimberley to Albany in the Great Southern. Our teams cover the following services:

- Emergency and hospital services
- Population, public and primary health care
- Aboriginal health services
- Mental health services
- Drug and alcohol services
- Child, community and school health care
- Emergency Telehealth Service
- Residential and community aged care services
- Corporate Services

WORKING WITH US

Working with us will mean living our values. A key focus is on **community**, we apply **compassion, integrity** and **equity** in everything that we do. Our value of **curiosity** means we continually enquire and seek to understand and that we deliver high **quality**, safe health care.

Employee benefits

Separate to our values, working with us will mean you can access a range of employee benefits. Each position is covered by an Industrial Agreement which detail employment entitlements such as:

- Leave accrual: the main categories include annual leave, personal leave and long service leave, however other leave accrual/entitlements are available relevant to each Agreement
- Classification or remuneration structures
- Hours of work and rostering (full and part time)
- Allowances that apply to various positions and locations
- Professional Development Opportunities and Study Leave/assistance
- Flexible working arrangements

In addition to the above, the other employment benefits on offer are:

- 10% employer contributed superannuation into a fund of your choice.

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- Access to salary packaging arrangements

REGIONAL INFORMATION

If you are curious about working and living in regional WA, additional information can be found at our website: [Our workforce](#)

HOW TO APPLY

To apply for our opportunities, please apply online by clicking the 'apply for Job' button at the bottom of advertisement web-page. Further information about lodging your application is below.

As part of the application process, you will be required to provide additional information that includes some or all of the items listed below. It is important to understand that the information provided, as part of the application process, will be assessed to determine your suitability for the position.

- A comprehensive **Curriculum Vitae (CV) or resume**.
This document is very important and should clearly show your experience relevant to advertised position.
A CV or resume should include:
 - A summary of your work history, including dates, details of responsibilities undertaken in each position, and your achievements / outcomes in each of the positions you have held
 - Your formal education history and training achievements, including current undertakings, and membership of any professional bodies
 - Details of two referees, ideally one of whom is your current supervisor or manager
- A **covering letter** to accompany your application. The advertisement will tell you if there is a page limit to this requirement.
- **Addressing work related requirements (selection criteria)**. The advertisement will also advise if you need to address some or all of the selection criteria for the position. Selection criteria can be found in the Job Description Form (JDF). The JDF will provide you with additional information about the opportunity and any specific experience, skills, abilities and/or qualifications required to undertake the position.
- The online application process may also **have pre-set questions**, which will require you to respond to. These will generally focus on qualification or certificate requirements with a yes or no answer. There may be specific questions relevant to the job, but the instructions will be in the advertisement so you know in advance.

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Lodging your application

The WA Jobs Board online application process will require you to provide:

- personal details such as full name, address and email details
- education history and an opportunity to attach any relevant qualification details
- referee details, their organisation, position title and contact details. If you don't have these details ready at hand, you can indicate 'to be confirmed' or 'refer to cv/resume' in the organisation name section.
- WA Government employment history, if applicable
- If it is relevant to the job, there may be additional job related questions as part of this online application

When attaching documents, please ensure you have saved your documents in one of the following formats .doc, .xls, .pdf, .rtf or .ppt.

Please be aware that .docx or .xlsx files are not accepted formats. Please allow plenty of time to submit your application as late, emailed and proforma applications will not be accepted.

SELECTION PROCESS

The selection process must follow the requirements within the Public Sector Employment Standards, which sets out the minimum standards that must be applied. All decisions in this process are open to review. The minimum standard of merit, equity and probity is met if:

1. A proper assessment matches a candidate's skills, knowledge and abilities with the work related requirements of the job, including diversity
2. The assessment process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage
3. The decisions are transparent and capable of review

Applying the above requirements, the selection process will be undertaken by a panel. The panel will (in most circumstances) be chaired by the line supervisor and include up to two other panel members.

To determine your suitability for the role, the panel will assess the information you provide as part of the application process. They will read the information and commence the assessment of your ability to meet the work related requirements. This is one part of the assessment process.

If the panel agree that it appears you meet the requirements in this first phase, they will contact you for further assessment. Generally this will be an interview, but other assessment methods may be used. The assessment methods will vary dependent upon the type of job, but may include telephone interview, work sample or presentation, or skills test.



In addition to the above, the panel will contact referees; please make sure they are available.

The selection process will be documented (selection report) so the end decision can be reviewed to ensure the minimum standard of merit, equity and probity is applied (as outlined above).

NEXT STEPS

If you have not been shortlisted to participate further in assessment, you will be notified via email, but this is generally at the end of the assessment process. If you have been unsuccessful, you are encouraged to seek feedback from the nominated panel member provided in the email notification. In that same email notification, you will be provided with additional information in relation to a Breach of Standard claim against the process.

All vacancies, unless otherwise advised in the advertisement, are subject to a four day breach period, so if you would like feedback, please do so quickly.

If you have been contacted to participate in assessment, but at the end of that assessment are not the preferred candidate, you will receive formal notification via email that you were unsuccessful on that occasion. It is at this point you are encouraged to seek feedback from the nominated panel member

If you are a successful candidate, you will receive a letter to advise you are the recommended candidate, but your appointment will not be confirmed until the breach period is cleared.

If there is a claim lodged, there will be delays to finalising your appointment. If there are no claims of breach lodged, the next stages will be to negotiate a commencement date and the completion of employment paperwork.

If at any stage you would like to withdraw from the process, please log into your Jobs Board account and update your application registration. A notification will be issued to the recruiting manager so they know of your change in status.

Pre-employment screening

If you are a successful candidate and there is no breach claim lodged, your appointment can progress to finalisation, subject to the conditions below being met:

- Australian National Police Certificate (currency must be less than 12 months). This screening is normally completed by Health Support Services and the costs associated will be borne by you
- Working with Children Check, if this is a requirement of the role
- Pre-Employment Health Assessment (PEHA)
- Registration and/or qualification requirements.

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It is important to note that WACHS has implemented a '**no ticket, no start**' process whereby it is essential that the criminal record screening process is satisfied prior to commencement:

Unsatisfactory results in any one of the above requirements may result in the offer of employment being withdrawn.

