



APPLICATION INFORMATION PACK 2025 Aboriginal Graduate Program



Kaya,

Thank you for your interest in working for the Department of Water and Environmental Regulation (DWER). We acknowledge Aboriginal people as the Traditional Custodians of this land on which we deliver our services. We pay our respects to Elders past and present and emerging leaders.

In this pack you will find helpful information that will assist you in the preparation and submission of your application.

As part of our strategy to increase the diversity of our workforce, Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this job and applications will be primarily considered in accordance with Section 51 of the Equal Opportunity Act 1984. Therefore, please note these positions are open only to persons who are of Aboriginal and/or Torres Strait Islander descent.

Good luck with your application! We look forward to hearing from you.

What can we offer you?

Our 12-month program is the perfect launching pad to 'go forward' with your career. The program aims to build the skills, experience and networks required for a successful career in the Western Australian public sector and our customised rotation plan, designed around our needs and your interests, provides you with opportunities to experience and work on state-wide projects and initiatives.

Placement in our program will lead to permanent appointment at the end of the 12-month development program subject to successful completion.

We have places in Joondalup, Albany, Geraldton, and Bunbury on offer with the opportunity for all graduates to spend time in a regional office as part of their rotation plan. The sorts of roles that may become available include but are not limited to:

- Natural Resource Management Officer
- Environmental Officer
- Scientific Officer (Botanist)
- Water Planning Officer
- Science Communications Officer
- Policy Officer
- Data Analyst
- Compliance Officer (Waste Operations) or (Environmental Compliance)
- Pollution Response Officer

The Department of Water and Environmental Regulation is on the forefront of environmental legislation, sustainability and developing responses to climate change. We are a place of opportunity where the work is meaningful as Environmental sustainability is one of the fastest growing sectors within the world employment market, and vital for just about every field of work. Our work culture is based on our values and the department is committed to a vibrant workforce where people are inspiring and committed to working collaboratively.



Our department can offer you a range of employment benefits including attractive remuneration, options for work/life balance and numerous development opportunities.

Attractive Remuneration

Your package will include, but will not be limited, to the following:

- Competitive gross salary
- 10.5% superannuation contribution to the fund of your choice
- 17.5% annual leave loading payable in December each year
- Access to salary packaging

Great Employment Benefits

- Flexible working hours
- Access to Flexi Days
- Part-time work/job sharing options
- A work environment that supports Equal Opportunity, Diversity and Inclusion
- Commitment to Occupational Safety and Health including a Wellness program
- Access to and support from the departments Yarning Circle
- Access to and support from the Youth Outreach Understanding and Networking Group (YOUNG)
- Access to a robust social club and departmental choir
- Access to Corporate Health Memberships
- Access to an Employee Assistance Program
- Optical subsidy up to the value of \$220 every two years

Personal and Professional Learning Opportunities

We are committed to ensuring you have access to training and development so you can perform more effectively and with confidence via:

- Access to the Carbon Literacy Project and the Public Sector's Graduate Launch program
- Professional development, supported education programs and opportunities to attend conferences and seminars
- e-learning, and leadership programs
- On-the-job training
- Work and Development Plans
- Expressions of interest, mobility placements and acting prospects
- Paid and unpaid study leave options

Regional Benefits – for specified regional locations.

- District Allowances;
- Air-conditioning subsidies for Government properties fitted with refrigerated air-conditioning;
- Additional Annual Leave;
- Annual Leave Travel Concessions;
- Subsidised Government Housing possibilities; and
- Regional Graduates will have the opportunity to travel to Perth for a comprehensive Induction program, develop relationships with their graduate cohort and access training and networking throughout the year.

Flexible Leave Options

- **Annual leave** – 4 weeks per calendar year
- **Personal leave** – 15 days leave for a variety of personal purposes such as sick leave and carer's leave
- **Long Service Leave** – 13 weeks for every 7 years continuous service with the option to take as half pay or double pay
- **Cultural Leave** – Aboriginal and Torres Strait employees can access up to 5 days paid leave per year to meet cultural and ceremonial obligations and/or attend community cultural events



- **Repealed Public Service Holidays** – an additional day leave if you work the day after New Years and Easter Tuesday, and a day of leave for Easter Sunday
- **Parental leave** – up to 14 weeks paid leave
- **Commonwealth Paid Parental Leave** – up to 18 weeks paid leave
- **Purchased Leave** – Opportunity to purchase up to an additional 10 weeks leave per year
- **Blood/Plasma Donor Leave** – 2 hours paid leave per donation
- **Emergency Services Leave** – Paid Leave for volunteers of the SES, Bush Fire Brigades and Defense Force Reserves

Who we are looking for:

We are looking for Indigenous graduates who are passionate about the environment, with a growth-oriented mindset, committed to lifelong learning, and to developing their expertise and networks.

This program has positions for many different qualifications. If you have graduated in the last two years with a bachelor's degree in a discipline relevant to our work, you are encouraged to apply. This includes, but not limited to, areas of study relevant to environmental sciences, hydro-engineering and hydrogeology, data analytics and modelling, science communication, legal, cultural, or political studies, project management or corporate services. Some examples may include:

- Environmental Science and engineering with a focus on climate change, water resource management, sustainability and/or natural resource management
- Applied Sciences in Chemistry and Botany
- Science communication
- Project management
- Commerce, Environmental Law and/or Natural Resource Economics
- Urban planning, Agriculture science
- Landscape architecture and urban design
- Intelligence analyst and data science
- Social sciences, climate change and/or public policy
- Computer Science or Information Technology with a focus on cyber security, artificial intelligence, data analytics and modelling and/or application development
- Human Resources, Accounting, Financial Management, Project Management.

Throughout the selection process you will need to demonstrate the following work specific requirements and capabilities:

- An ability to contribute your unique strengths to support team outcomes.
- Strong communication and presentation skills.
- Demonstrated innovation and initiative in problem-solving.
- Demonstrated analytical and research skills; and
- An ability to prioritise work and meet deadlines.

Our department is committed to creating and maintaining a diverse workforce that reflects the community we serve, and an inclusive culture where all employees feel valued, respected, and connected. The diversity of our workforce is our strength; it enhances our ability to be forward thinking.



In support of this, our Aboriginal graduate program is an equity and diversity initiative, and we encourage applications from:

- Aboriginal and Torres Strait Islander peoples
- People living with a disability
- Women in STEM (Science, Technology, Engineering and Math's disciplines).

Ready to *choose your environment ... then let's get started.*

Step 1 – How to apply.

Before applying on-line, you will need to have the following information prepared electronically ready to submit.

1. Your **resumé** - Ensure your resumé is up to date and includes two referees and their current contact details. These two people will need to be able to comment on your skills and abilities. This may be a current or previous work supervisor, or an academic supervisor such as a lecturer or tutor.

Tip: Your resumé will need to provide a summary of any relevant work experience, education, and training. Include a brief description of your duties and responsibilities for each job and outline your key achievements for each role. You may like to outline any activities that you have undertaken outside of work such as any relevant volunteer work or field work as part of your studies which are relevant.

Tip: As your referees may be contacted at any stage of the recruitment process, you are strongly encouraged to inform them that they may be contacted in relation to your application. It may assist your referees to know what opportunity you are applying for so why not send them a copy of the advert.

2. You must have an electronic copy of your academic transcript and evidence you successfully completed a relevant undergraduate qualification since 2022 or are due to complete in 2024.

Tip: Everyone's pathway to a degree is different and it can help us to know what units of study you undertook throughout your studies. If you are anticipating to successfully complete in 2024 then provide us with the most recent transcript you have (Semester 1 2024). We will ask you to provide your final transaction and proof of successful completion before finalising any offer.

You may find it useful to undertake some additional research about the Department by reviewing our website and checking out our latest [Annual Report](#) and our recently released [Strategic Plan](#) and [Reconciliation Action Plan](#) at [Department of Water and Environmental Regulation \(www.wa.gov.au\)](http://www.wa.gov.au)

It may also help to have a yarn with our Graduate Development Coordinator as detailed in the advertisement as they can better explain the variety of roles and any other questions you may have.

Before you go any further – some other information about eligibility requirements.

Winning a position on our Graduate Program leads to permanent employment. To be eligible to apply for the program you must identify as an Aboriginal and/or Torres Strait Islander person.

Prior to recommendation for an appointment, you will be asked to provide a 100-point identification check and you may be required to undertake a criminal records screening. If you are unable to meet any of these requirements prior to the conclusion of the recruitment process, any offer of appointment will be made subject to the relevant conditions being met.



3. Now that you have your electronic records ready for submission - click the Apply for Job button on the Job Advert page and lodge your application online. Note: When submitting your application, you will be guided through a series of on-line questions, such as where you first heard about this opportunity, your diversity information, and your preference/s for work location. Please answer each one.

Applications must be received by no later than **4.00 pm Sunday 18 August 2024**. The department cannot accept late applications and you are strongly encouraged to lodge your application as early as possible.

If you experience difficulties applying online or have any access needs that may require adjustment to allow you to fully participate in the application process, including alternate methods of communication, please contact Javed Akhtar, Graduate Development Coordinator on graduates@dwer.wa.gov.au or on (08) 6364 7000.

Step 2 – The Selection Process

The Department is committed to undertaking a proper assessment of merit to ensure that the most suitable people are appointed in accordance with the Public Sector Employment Standard. *As part of our strategy to increase the diversity of our workforce, Aboriginal Australian people are strongly encouraged to apply for this job and applications will be primarily considered in accordance with Section 51 of the Equal Opportunity Act 1984.* All recruitment decisions will be transparent and capable of review.

1. All applications will firstly be reviewed by our external consultant, a graduate recruitment agency engaged by the Department, to establish your eligibility for the program. On receipt of your application the external consultant will undertake a check that your application is complete and follow up if there is any missing information. At this point they will also collect information to confirm your 100-point ID check and that your referee's contact details are correct.
2. After applications close, a selection panel is formed to consider applications of all eligible applicants. The panel is possibly comprised of two Aboriginal officers from across the Department as well as the Graduate Development Coordinator from the Talent and Culture team.
3. After the panel assesses your application, if deemed competitive and suitable you will be invited to participate in the next step of the selection process. The next step will see you attend a group yarning circle with other applicants where you will talk about your experiences in university, your community, your interests, and future goals. You will complete group activities based around the role specific requirements. This session will be relaxed and conversational so we can see you at your best, further instructions will be provided prior to the day.
4. The Selection Panel will then review your responses from the group activity and recommend a shortlist of applicants to go into a graduate "recruitment pool." A "recruitment pool" is a pool of pre-approved and suitable applicants that can then be drawn from by Hiring Managers to appoint to the Graduate program or to other vacancies at the same level (Level 3) throughout the Department. Being found successful in the pool does not guarantee an offer of employment.
5. The external consultant will then conduct a referee check of all recommended applicants to confirm suitability.

The Panel then completes a selection report that outlines the process of selection ensuring transparency of process and selections. Once these recommendations have been reviewed independently and approved, the external consultant will contact all applicants notifying them of successful placement or otherwise into the pool.



6. At this point all applicants are given the opportunity for feedback.
7. Hiring Managers looking to offer a graduate placement in 2025 are then given access to the pool and will contact graduates of interest individually and invite them in for a casual meet and greet, discuss the graduate opportunity on offer and answer any questions you might have.
8. Subject to this conversation Hiring Managers will then submit a request to offer placements on the program with Program Offers anticipated to go out early October 2024.
9. Graduates will then commence the program on **Monday 3 February 2025**.
10. Those applicants remaining in the Graduate recruitment pool who were not placed in the program will remain current in the pool and may be offered other employment opportunities over the next 12 months.

Additional information

At any time, applicants may wish to specify any special requirements they have in relation to the selection process, such as mobility assistance or interpretation (including signing for hearing impaired applicants).

For specific information about the position or if you have trouble lodging your application, please contact Javed Akhtar, Graduate Development Coordinator on graduates@dwer.wa.gov.au or on (08) 6364 7000.

A **Graduate Recruitment Q&A Session** will take place and the on **5 August to 9 August 2024**. This will provide you with the opportunity to ask any questions you may have around the recruitment process, the development program, or the department that has been outlined in this document. Further information about his session, will be provided closer to the date.

Breach of Standard Claim

If you are unsuccessful in being placed into the pool and you are of the opinion that the process compliance requirements have not been met and that an Employment Standard has been breached, you may lodge a formal application for a review of the recruitment process.

Before formally lodging a breach of standard claim, you should seek information from and discuss your concerns with the contact person nominated in the outcome notification. After considering this information, should you wish to proceed with lodging your claim, this must be sent in writing to Human Resources at recruitment@dwer.wa.gov.au by the breach claim period end date stated in the outcome letter. Claims received after this date cannot be accepted.

Your claim must detail why you believe there has been a breach of the Standard and how you have been adversely affected by the breach. The Regulations do not provide for a Breach of Standard Claim cannot be lodged on the grounds that you consider yourself more competitive than the recommended applicant, rather it must address your concerns that you believe the Employment Standard principles have not been applied. For more information, please visit www.publicsector.wa.gov.au. Good luck with your application! We look forward to hearing from you.

You'll be part of a team making a difference