



GOVERNMENT OF  
WESTERN AUSTRALIA

Department of  
**Justice**

# Applicant Information Pack

This document provides information to assist you with the application process. It should be read in conjunction with the job advertisement and Job Description Form (JDF) for the role you are applying for.

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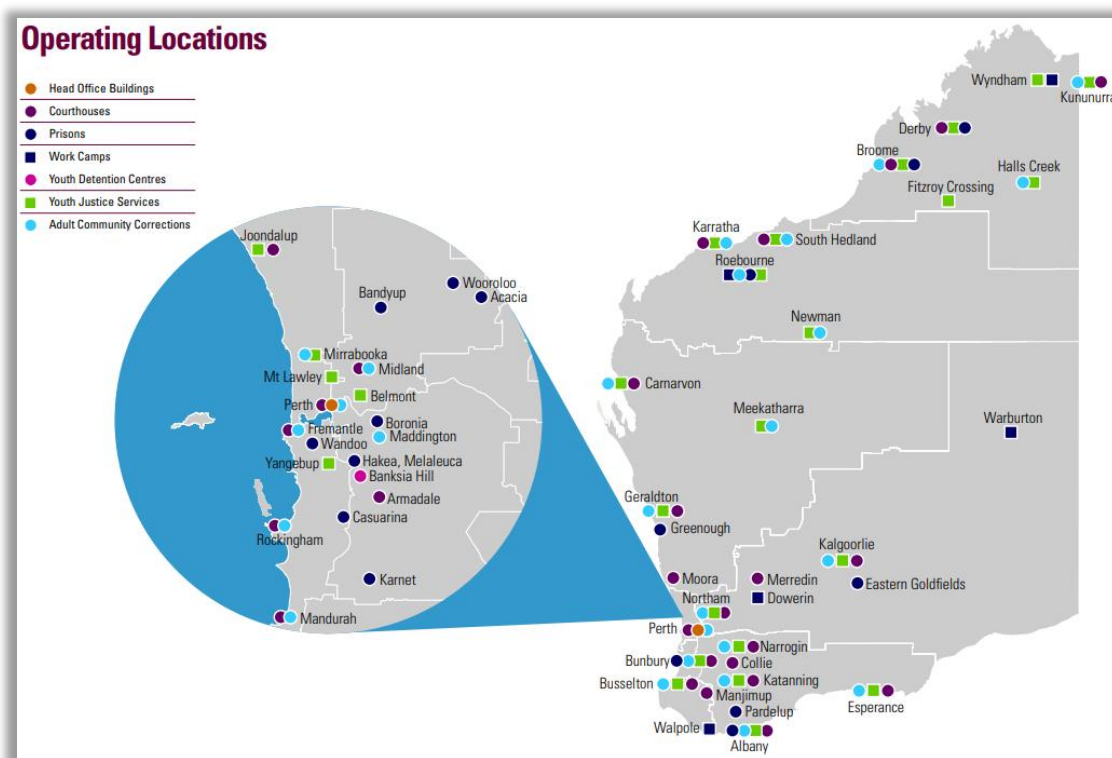
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## Introduction

There are countless ways to develop your career at the Department of Justice (the Department). It is one of the most diverse public sector organisations in Western Australia, providing a variety of legal, justice and corrections related services to Government and the community.

We are committed to providing services across the state (see the map below). This means we have opportunities in both metropolitan and regional locations. Whether you live in the city or the country you can join the Department and create a meaningful career path.

Working as part of a team or independently, having contact with a variety of people or work behind the scenes, it's up to you!



You can find out more about the Department [here](#).

## Strategic Framework

Our Strategic Framework articulates the Department's aim to be recognised and valued as a leader in developing and delivering justice services.

### Mission

A fair, just and safe community for all Western Australians

### Our Principles

- High performing and professional
- Ethical and accountable
- Trained, safe and supported

### Our Values

- Respecting rights and diversity
- Fostering service excellence
- Being fair and reasonable

## **Employee benefits and opportunities**

The Department offers a range of benefits and development opportunities to employees. Some benefits are subject to the award and agreement applicable to the employment offer.

### **General benefits**

- Flexible work options
- 20 days annual leave per year
- 13 weeks paid long service leave every 7 years
- Maternity, adoption, or other parental leave
- Grandparental leave
- Purchase leave
- Up to 15 days personal leave, per year
- 3 repealed public service holidays
- Cultural and ceremonial leave
- Bereavement leave

### **Salary payments and options**

- Superannuation
- Annual leave loading
- Salary packaging
- Deferred salary scheme
- Graduated salary increments
- Higher duties allowance
- Other allowances subject to award and agreements

### **Regional benefits (dependent upon location – see the job advert for eligibility)**

- Additional five days leave (above the 26<sup>th</sup> parallel south)
- District allowance
- Paid travel time (annual leave travel concession)
- Subsidised housing may be available

### **Learning and development opportunities**

- Online learning and development programs
- Discounts on selected postgraduate courses
- Study leave
- Higher duties and at level acting opportunities where possible
- In house formal courses
- External seminars and workshops
- On the job training

## Workforce diversity and inclusion

Our people are our greatest asset, and we want to harness the strengths of our diverse workforce to ensure we provide better outcomes for the community. We are committed to ensuring all our employees are valued and have the opportunity to maximise their potential.

The Department strongly encourages people from diverse backgrounds to join us.

### Aboriginal Workforce Development

We have a dedicated Aboriginal Workforce Development Team who are on hand for advice and support. Our team provide guidance on our recruitment and selection process through to onboarding. Aboriginal or Torres Strait Islander people seeking a career with the Department are encouraged to register on [Aboriginal employment page](#) or contact us at [AboriginalWorkforceDevelopment@justice.wa.gov.au](mailto:AboriginalWorkforceDevelopment@justice.wa.gov.au) or 61 8 9264 1700 for culturally appropriate support and application advice.

### People with disability

The Department is committed to continually developing a diverse and inclusive workforce. Actively promoting the employment of people with disability ensures service provision is more receptive to the community we serve. Applicants with a disability requiring adjustment or accessibility requirements at any stage of the recruitment process can contact [WorkforceDiversity@justice.wa.gov.au](mailto:WorkforceDiversity@justice.wa.gov.au) or call 61 8 9264 1700 for a confidential discussion.

## Health and wellbeing initiatives

The Department prioritises the health and wellbeing of our employees, providing resources and support to promote a positive work-life balance and a healthy, safe and productive work environment.

- Access to corporate health cover discounts
- Access to our Employee Assistance Program – free and confidential professional
- Counselling through People Sense who has qualified psychologists who can assist individuals, couples, and families
- Access to free annual influenza vaccinations
- Access to family and domestic violence leave and support
- Eyesight testing and screening

## Eligibility to apply

To be eligible for permanent appointment to the public sector, you may be required to be an Australian citizen or have permanent residency status in Australia.

To be eligible for a fixed term appointment within the public sector you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.

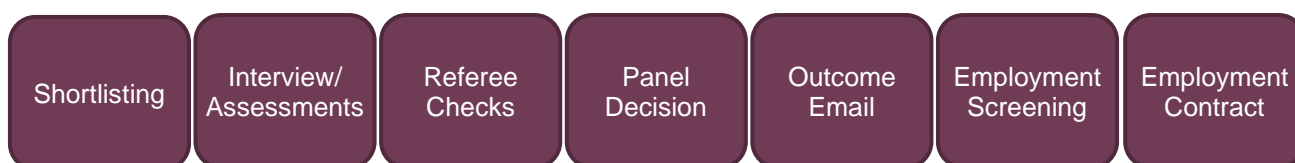
All employees are required to undergo employment screening, which includes a National Criminal History Check and any other checks/clearances that are specified in the position requirements. Refer to the job advertisement and JDF for the specific requirements of the role.

## The recruitment and selection process

**Single vacancy advertisement** is used to fill a single vacancy. Applicants deemed suitable, but not recommended from this process may be offered employment, should a similar position become available within six months.

**Recruitment pool advertisement** is used to build a talent pool for positions that become available. If you are deemed suitable you will be placed in the talent pool. Pools are generally open for 12 months, however specific timeframes will be outlined in the job advert. Being selected to a pool does not guarantee employment.

Both single vacancies and recruitment pools follow the same recruitment process steps, as follows:



## Written application

The **‘how to apply’** section in the job advert will outline what is required. It is important that you read this carefully. Most of our roles require you to submit a Resume/Curriculum Vitae.

### Resume/Curriculum Vitae - Top tips

- Make sure your resume/curriculum vitae is up to date, including your contact information.
- Tailor your CV for the role. Ensure it reflects the requirements for the role you are applying for and highlights your relevant experience, skills and qualifications – refer to **Sample A**.
- Keep it clear and concise. Include information about your employment history, dates of employment, education and any relevant certifications or achievements.
- Showcase your achievements by providing examples of accomplishments in previous roles. This could include successful projects, completed training, or awards and accolades.
- Make it readable. Ensure your CV is easy to read with a clear layout, headings and bullet points, and use a professional font.
- Proofread thoroughly for any mistakes or typos.
- Include details of two recent referees. It is recommended that you check with your referees before nominating them.

You may be asked to respond to a question, include a written statement, or demonstrate Job Related Requirements/Selection Criteria (which will be outlined in the JDF).

## Statement/addressing selection criteria - Top tips

- Understand the Job Related Requirements/Selection Criteria. Carefully read and understand what is listed in the job advertisement and/or JDF. Identify the key requirements and make notes on how you meet each one.
- Use examples. Provide clear and specific examples of how you fulfil each selection criterion. These examples should draw upon your current or previous experience, focusing on results and outcomes.
- Structure your responses using the STAR method - Situation, Task, Action, Result. This helps to provide a clear and detailed response – refer to **Sample B**.
- Demonstrate how your skills, experience and qualifications align with the requirements of the role.
- Be concise. Ensure you adhere to any page limits specified. Be clear and concise in your writing, avoiding jargon or technical language. Don't forget to proofread and edit your responses thoroughly.

## Submitting your application – Top tips

- Ensure that attachments are a maximum of 2MB and are in one of the following formats: Microsoft Word, Microsoft Excel, Adobe PDF, JPEG or GIF. Do not attach ZIP files.
- Late applications will not be accepted so do not leave applying to the last minute! Allow **at least 30 minutes** to finalise your documents and lodge your application.

After the application close date, the Selection Panel individually assesses your application based on all the documentation you have submitted. The panel will agree on a shortlist of the most competitive applicants, who will be contacted for further assessment, usually an interview.

## Interview / assessment

If you progress to interview you will be asked if you require any possible adjustments for the interview. This may include, but is not limited to, support accessing the building, additional time for responding to questions, supportive software and alternative assessment methods.

We may use a variety of methods to determine your suitability for the role. Most common is an interview however you may also be asked to complete an on-line assessment, in-tray activity etc.

## Interview – Top tips

- Do some research, review the job advert, JDF, look at the Department's website to ensure you are clear on what we are looking for and how you could contribute to the team. You can also prepare questions to ask the interviewer about the team/Department.
- Prepare and practice answers using specific examples to demonstrate your skills and qualifications.
- Stay relaxed and confident, this will help keep you focused during the interview. Take deep breaths if you begin to feel nervous and remind yourself of your qualifications and skills.
- Dress appropriately – business attire is recommended unless otherwise advised.

## Final decision

The Selection Panel will consider all of the information gathered throughout the recruitment process and make a final decision. All applicants will receive a notification of the outcome and we encourage seeking feedback as this may be valuable for future job opportunities.

## Breach Process

If you are unsuccessful and believe that any of the compliance requirements in the Commissioner Instructions have not been met, you can lodge a formal application for a review of the process. You will have four working days to lodge a breach of standard claim and the details for lodgement will be included in the outcome notification email. More information can be found on the Public Sector Commissions website [Breach of Standard claims](#).

## Pre-employment screening

The Department conducts mandatory pre-employment screening for all prospective employees including contractors and volunteers. It is recognised that our employees work in positions of trust and must demonstrate the utmost integrity.

## Further information

If you have any further questions regarding the position for which you wish to apply, please contact the person nominated in the job advertisement. Alternatively, contact the Recruitment Team.

@ [recruitmentenquiries@justice.wa.gov.au](mailto:recruitmentenquiries@justice.wa.gov.au)

☎ 61 8 9264 1777 (Option 1)

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**Thank you for your interest in the Department and good luck with your job application.**



## Sample CV and response to selection criteria

This section provides you with a sample Curriculum Vitae (CV) and sample response to the Selection Criteria as part of the written application.

### Sample A

### Sample CV

#### Personal details

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Name:

Address:

Contact Number:

Email:

#### Summary

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[A concise summary about yourself] For example,

I am an experienced Human Resource practitioner having recently worked as an Employment Consultant at a reputable recruitment agency. I hold a Bachelor of Commerce majoring in Human Resources. I have considerable experience in sourcing talent, ....

#### Employment history

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Position Title:

Employer:

Period of Employment:

Responsibilities:

- 
- 
- 

Achievements:

- 
- 
- 

Position Title:

Employer:

Period of Employment:

Responsibilities:

- 
- 
- 

Achievements:

- 
- 
-

**Education**

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Qualification:

Institute:

Graduation Date:

**Referees**

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Name:

Position Title:

Contact Details:

Name:

Position Title:

Contact Details:

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In the “**How to Apply**” section of the advertisement, you are asked to address the Job-Related Requirement, “Achieve Results”.

It is recommended you refer to the Job Description Form (JDF) attached to the advertisement and review the role specific responsibilities of the position as well as the Job-Related Requirement to formulate your response using the STAR method.

### Achieve results

The ability to see tasks through to completion; rescheduling and re-organising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

### Example using the STAR method:

<p><b>Situation</b> – Describe the background of what happened.</p>	<p>Whilst working within the Properties Branch at Company A, I was tasked to conduct a high priority audit and report by the Director as they needed specific information for their briefing with the Company’s CEO. At the time, I was juggling multiple, complex audits and this high priority report was due in 4 days</p>
<p><b>Task</b> – Describe your responsibility or what you needed to do.</p>	<p>I was responsible for the Communications Strategy, regarding the Hazardous material Audit. Approximately 300 audits were completed on Company A’s properties to assess the presence of hazardous material and to provide recommendations of any substances found. My role was to coordinate the database entry of the findings from over 300 audits. Each individual audit document ranged from 40-400 pages. Once this was completed, I used the data to write a “Condition and Compliance Report” including a two-page summary of recommendations, this was then disseminated to the Director.</p>
<p><b>Action</b> – Describe what you did to solve the problem. What steps did you take?</p>	<p>To complete the audit and report in a reduced timeframe, I had to re-prioritise my tasks in level of importance. I reviewed the current audits I was working on and created a schedule based on due dates to ensure my existing work was completed on time. I then created a schedule for the high priority audit and reviewed the due dates for each task. I also factored into the schedule some time to review the audit and statistics to ensure I maintained 100% accuracy when completing my work. This ensured I was accountable, and the report deadline would be met.</p>
<p><b>Result</b> – Describe the outcome of your action.</p>	<p>As a result of my prioritisation skills and ability to maintain accuracy, I was able to conduct the urgent audit and report on time for the Director’s briefing with the CEO. The CEO was able to use my findings to shape policy and procedures throughout the organisation.</p>