



# WESTERN AUSTRALIA

## APPLICANT INFORMATION PACK

The Department of Jobs, Tourism, Science and Innovation (JTSI), drives the creation of local jobs and a stronger, more diverse Western Australian economy.

JTSI is responsible for state-level land use planning and management, Aboriginal cultural heritage, and historic heritage. We deliver initiatives on behalf of the WA Government that supports the full spectrum of economic activity in WA, from large-scale mining and industrial operations, to innovate startups and small to medium businesses across the state. We promote the state nationally and internationally to increase trade and attract investment and encourage tourists and students to consider WA as their destination of choice. JTSI fosters our already leading science, research and innovation sectors to build a technologically advanced and prosperous future for all Western Australians.

JTSI supports eight State Government Ministers, and a Board of Commissioners. For more information about us, please visit the [JTSI website](#).

## LEARN MORE ABOUT OUR GROUPS

### Corporate Services

- The Corporate Services group provides advice and support to management and staff to enable all areas to meet their business and performance objectives.
- Divisions within Corporate Services are: Accounting & Financial Services Risk & Governance; People & Culture; Information Solutions, Facilities Management; Procurement & Contracts; ICT Digital; Business Planning Projects & Performance; and Legal Services.

### Economic Development

- Drive diversification and decarbonisation of Western Australia's economy and new energies projects. To achieve this, a holistic approach is used to plan and coordinate WA Government initiatives to activate industrial land and deliver infrastructure.
- Coordinate major projects through regulatory approvals processes and alignment to supporting infrastructure and industrial land.
- Report on progress of major projects to prevent and resolve delays.
- Work with key partner government agencies and industry to deliver reform activities.
- Divisions within Economic Development are: Approvals Reform Unit | Streamline WA; Economic Development; Strategic Industrial Areas; Tourism Investment Delivery; and Global Advanced Industries Hub.

### Industry, Science and Innovation

- This group works with industry, government, research and innovation sectors to diversify the economy and create jobs through improved local industry capabilities and participation. It promotes WA's defence and science industries and innovation capability and capacity.
- The divisions within Industry, Science and Innovation are: Industry Development; Science and Technology; Innovation and Emerging Industries; Defence West; and Industry Transition and Aboriginal Partnerships.



# WESTERN AUSTRALIA

## Resources and Project Facilitation

- This group leads and assists the development and expansion of the State's resources and industry sectors, strategic industrial land investment and major infrastructure projects.
- The divisions within Resources and Project Facilitation are: Major Projects Facilitation; Resource and Infrastructure Agreements; Energy Transition Strategies; and Green Energy Major Projects.

## Strategy and International Engagement

- This group provides strategic policy advice on State development issues and leads initiatives for investment in large projects in WA, supports a network of international offices to promote WA and its industries and encourages strategic investment and trade opportunities.
- Divisions are: Strategic Policy; Investment and Trade Facilitation; International Engagement; and Invest and Trade Western Australia Global Network.

## Tourism Western Australia

- Tourism WA is the WA Government agency responsible for promoting Western Australia as an incredible holiday and events destination. Our role is to inspire more people to visit WA from Australia and around the world, part of the broader economic development portfolio of the Department of Jobs, Tourism, Science and Innovation (JTSI).
- We do this by marketing the state to the world through innovative campaigns; developing, attracting and promoting major sporting, arts, cultural and business events; working with government and the tourism industry to improve access, accommodation and tourism experiences for our visitors; and by informing and empowering the WA tourism industry through sharing key insights and global trends, building stakeholder relationships and providing leadership to the sector. For more information visit [tourism.wa.gov.au](http://tourism.wa.gov.au)

## WORKING AT JTSI

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

At JTSI, everyone is considered a leader. We offer opportunities designed to help individuals understand the behaviours expected of staff in their daily work, emphasising the responsibility of all staff to demonstrate personal leadership and embody expected behaviors and mindsets. This is supported through the [Leadership Expectations](#), which include tools for self-reflection, assessment, performance and development discussions, constructive feedback, and pathways for continuous growth.

We understand the value of your life experience and skills. At JTSI, many roles do not require specific qualifications as a starting point, because we recognise your ability to transfer your skills, abilities and knowledge across various positions



# WESTERN AUSTRALIA

## CONDITIONS AND BENEFITS

*JTSI offers a supportive, diverse, and innovative environment with great benefits, including:*

- Great work/life balance through flexible work arrangements including option for hybrid working arrangements.
- 11.5% Superannuation contribution to the fund of your choice
- 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 or participate in a deferred salary scheme.
- Corporate health plan offering discounted health insurance premium.
- Opportunity to be involved in Diversity and Inclusion events which support days of recognition, commemoration and celebration throughout the year including NAIDOC Week, RUOK? Day & Pride Fest.
- A health and wellbeing program, including annual flu vaccinations, skin cancer checks, and motivational activities.
- Access to the Employee Assistance Program,
- An active social club, with sponsored events and activities for metropolitan locations.

### **Opportunities for quality professional learning and development including:**

- Opportunity to develop your leadership capability using [Leadership Expectations](#), with tools to support your professional development.
- 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 and online training
- Internal and external seminars, workshops and professional development courses

## ELIGIBILITY REQUIREMENTS

To be appointed to a position at JTSI you need to be able to provide evidence of your right to work in Australia. Permanent appointments require either Australian citizenship or permanent residency status. Fixed term appointments within the public sector require documentary evidence of your entitlement to live and work in Australia. Your documented evidence will need to be valid at the time of application and cover the period of the contract to be considered for the role.

Original documentation will need to be sighted prior to appointment. For more information on migration, view the [Department of Training and Workforce Development Migration WA website](#).



# WESTERN AUSTRALIA

## LODGING YOUR APPLICATION

### Read the details carefully

To ensure that this job is the right position for you, thoroughly read the advert, Job Description Form (JDF), and any other information provided.

The advert will state what should be included in your application. In addition to submitting your CV, you may need to:

- Address specific requirements or capabilities
- Respond to specific questions
- Submit a cover letter

### Showcase your qualifications and experience

Ensure your application clearly highlights your experience and achievements. The Selection Panel will consider the evidence gathered to determine which applicant or pool of applicants best meet the job requirements and are shortlisted to the interview stage. Use the CAR (Challenge, Action, Result) method to structure your responses:

- Challenge: Describe the situation.
- Action: Explain what you did and how.
- Result: Share the outcomes of your actions.

When addressing behavioural questions, focus on your actions in specific situations. Include relevant experience, and transferable skills like critical thinking and teamwork. Consider the Leadership Expectations context for the position, as it reflects the desired behaviours and mindsets.

Other requirements listed in the JDF will be evaluated later in the selection process.

### Curriculum Vitae

Your CV should highlight information relevant to the job, including work experience, skills, education, and training.

### Choosing your referees

For all positions, you need to provide two current references, with at least one being your current or recent manager. Contact your referees beforehand to confirm their willingness to provide feedback.

If a panel member is your referee, they must complete the referee report before accessing applications to avoid a conflict of interest.

### Overseas qualification

If a qualification is required for the position and your qualification is from an institution outside Australia, you must obtain an Overseas Qualification assessment. This service is currently free and available to Australian residents at: <http://www.migration.wa.gov.au/services/overseas-qualification-unit>.

### Submitting your application

Submit your application through the WA Government Jobs Board by clicking the "Apply for Job" button at the top or bottom of the job advert. It is the responsibility of applicants to ensure their application has been received on time and lodged correctly with all attachments as **late applications will not be accepted**.

You will receive an email confirmation once your application is submitted. If you encounter any issues, contact [ramshelpdesk@bigredsky.com](mailto:ramshelpdesk@bigredsky.com).

## THE INTERVIEW PROCESS

### Selection process overview

Once the advert closes, the Selection Panel will review all applications and shortlist candidates. Selected candidates will be invited to a panel interview which may include skills assessments, presentations, or work samples. All tools and activities are designed to assess how well you meet the job requirements as detailed in the JDF.

### Interview and assessment preparation

Interview preparation

- JDF - Familiarise yourself with the job details and the Leadership Expectations.
- Think of examples - Identify past experiences that showcase your skills and achievements relevant to the job.
- Notes - Prepare notes on how your experiences match the job requirements. Bring these notes to help you during the interview.

*At the time of interview, you will be required to provide proof of identification in the form of a birth certificate, passport, or citizenship certificate.*

### Interview tips

- Arrive early – Arrive 10 minutes prior to your interview start time. If you are running late, let the contact person know ASAP.
- Bring essentials - bring a pen, your notes, and a copy of your application.
- Reading time - You may be provided with the interview questions to make notes and prepare your responses.
- Be clear - explain your suitability, even if panel members know you.
- Answer thoughtfully - take your time with answers and ask for clarification if you need it.
- Prepare questions to ask the panel - you will have the opportunity to ask the panel questions about the role at the conclusion of the interview.

### Meet the selection panel

You will typically meet with three panel members, though sometimes there may be four. An external consultant may also be present to record the process. Each panelist will take their own notes.



WESTERN  
AUSTRALIA

## CONCLUDING INTERVIEWS

### Pre-employment requirements

You may be required to complete an Australian National Police Certificate should you become a recommended applicant through the recruitment process. Adverse outcomes will not necessarily disqualify an applicant from the recruitment process. Depending on the role, other pre-employment checks such as an Australian Security Clearance, might be required, and these are detailed in the advert and JDF.

### Outcome and feedback

Once the selection panel finalises and endorses their recommendation, you will be notified of the outcome by email. If you are not successful, you can seek feedback. We encourage you to reach out to the nominated contact for this feedback.

### Fair and equitable recruitment

We are committed to fair recruitment practices and adhere to the Commissioner's Instruction 1 – Employment Standard, ensuring merit, equity, and integrity in our processes.

If you believe there has been an issue with the process you will have four business days to lodge a breach of standard claim in accordance with the Public Sector Standards in Human Resource Management – Employment Standard. However, disagreeing with the selection outcome is not grounds for a breach claim. We recommend you contact JTSI first to discuss any concerns. For more information about the Standards, please visit the Public Sector Commission website <https://www.wa.gov.au/organisation/public-sector-commission>.

### After the breach period has closed

Once the breach period closes, and if no claims are received, the successful applicant(s) will be notified in writing.

If you are the preferred candidate, the hiring manager will contact you to arrange your commencement date. You will then receive a formal offer of employment and instructions on any documents you need to complete before commencing with JTSI.

### Stay in touch

To hear about future job opportunities at JTSI, register on the Jobs Board to create an alert. Follow JTSI on LinkedIn and other social media to stay updated on our projects and career opportunities.