



Applicant Information Pack

Treasury and Finance (DTF) is at the centre of Government decision-making. As the principal economic and financial advisor, we influence outcomes for the benefit of Western Australia.



Making a difference

Working at Treasury and Finance

DTF is the central government agency that manages Western Australia's public sector finances and formulates and implements the annual State Budget.

The Department of Treasury and Finance is at the centre of Government decision-making. As the principal economic and financial advisor, we provide leadership and strategic advice and influence to support the delivery of services and outcomes for the benefit of Western Australia.

What we do is integral to the Government's decision-making processes about where and how to spend taxpayer's money to ensure Western Australians have access to quality services on a financially sustainable basis.

We lead procurement and leverage our buying power to secure products and services for government, achieving value for money for WA.

We collect revenue to fund government services and administer payment of grants and subsidies to the WA community.

By starting your career with DTF, you will contribute to shaping and influencing government decisions, build professional networks and actively contribute to the State's economy, budget and community whilst working on high profile State projects.

For further information about what we do, we encourage you to have a look at our website [wa.gov.au/df](https://www.wa.gov.au/df).

Learning and development

DTF is committed to the ongoing learning and development of our employees.

Our support includes:

Under Treasurer's Educational Development Program;

- Access to paid and unpaid study leave (conditions apply);
- Acting opportunities;
- Online learning through LinkedIn Learning;
- Professional development, including leadership programs;
- Interagency mentoring program;
- Internal rotation and transfer program; and
- Executive shadowing opportunities.

Support and enquiries

For specific information about the position or enquiries during the process, please contact the person nominated in the job advertisement.

If you have any queries about lodging your application, please email Recruitment@dtf.wa.gov.au





Conditions and benefits

DTF's employment conditions offer a wide range of attractive benefits that support individual needs and encourage a healthy work life balance.

These include:

- Generous leave entitlements, including:
 - Four (4) weeks annual leave;
 - 13 weeks long service leave on completion of seven (7) years continuous service (pro-rata for part time).
 - 15 days personal leave per anniversary year, to be used for sick leave, carer's leave unplanned and planned absences;
 - Paid parental leave (after 12 months of service);
 - Three (3) public service holidays to be used each calendar year (conditions apply); and
 - The option to purchase up to an additional 10 weeks leave per calendar year.
- Five (5) days Reproductive Health Leave (non-cumulative) per calendar year
- Flexible working hours, including part time and job share options;
- Corporate health plans offering discounted health insurance premiums with selected providers;
- Ongoing support to employees through the Employee Assistance Program;
- Wellness program which includes flu vaccinations and other health initiatives;
- Salary packaging options, including novated vehicle leases and superannuation; and
- Prominent Perth CBD location.

Application process



Step 1
Ensure eligibility



Step 2
Prepare your application



Step 3
Submit your application



Step 4
Selection process



Step 5
Notification to applicants



Step 1: Ensure eligibility

To be eligible for permanent appointment to the WA Public Sector, it is essential you:

- have permanent residency status in Australia; or
- are a New Zealand citizen with a Special Category Visa. A New Zealand citizen who enters Australia on a current New Zealand passport is granted a Special Category Visa which enables them to remain indefinitely in Australia with unrestricted work rights.

Applicants that do not meet the above requirements will only be eligible for employment opportunities of a fixed term appointment nature.

If successful, the Department will request a copy of your passport so your visa status can be confirmed.

Public Sector employees who have accepted a voluntary severance are not eligible for appointment up to the re-entry date stated on their deed of severance.

If you are found suitable or you are recommended for an appointment at DTF, your appointment will be subject to a satisfactory National Police Clearance which the People and Culture Team will send to you for completing at the end of the recruitment process.

Step 2: Prepare your application

To determine that you have the right knowledge, skills and experience for the role, look at the:

1. Role Statement;
2. Capability Framework; and
3. Advertisement.

Once this has been determined you can start your application.

Most of our roles require you to submit a curriculum vitae (CV) as well as address specific questions or criteria.

Your CV should be up-to-date and will need to include a description of your relevant work experience preferably starting with the most recent periods (include dates). If possible, include a brief description of your duties and responsibilities for each job and outline your key achievements for each role. In addition, your CV should include your education and training. You may also like to include activities that you have undertaken outside of work which demonstrate experience/skills that are relevant/transferable to the advertised position.

Nominate two referees (at least one will need to be a current or previous supervisor) who can comment on your skills, abilities, depth of experience and work performance. Referees will often be required to return completed reports within one week of your interview, therefore it is important to keep your referees informed during the process. Please do not provide written references with your application.



Step 3: Submit your application

To apply for the vacancy please click the 'Apply for this Vacancy' button at the end of the advertisement on Jobs WA jobs.wa.gov.au. This will take you through a number of questions and steps. Remember to click the 'Submit' button at the end of your application.

When you are ready to submit your application, please check to ensure that you have actioned the following items before lodging:

- Prepare the relevant information requested in the job advertisement;
- Complete any form/s attached to the advertisement; and
- Save the necessary documents (e.g. form/s, Cover Letter, CV) ready for uploading in MS Word (.docx) or PDF file formats only.

Closing date:

It is your responsibility to ensure your application is submitted and accepted before the published closing time. Applications received after the closing time and date cannot be accepted.

It is strongly recommended that you allow ample time to prepare and submit your application.

Step 4: Selection process

DTF is committed to undertaking a 'proper assessment of merit' to ensure that the most suitable people are appointed. At all stages in the recruitment process the panel will be determining suitability based on a thorough assessment of the applicant's ability to meet the capabilities outlined in the DTF Capability Framework.

All recruitment decisions will be transparent and capable of review. All recruitment, selection and appointment processes are in accordance with the Commissioner's Instruction 1: Employment Standard, which establishes the minimum standards of merit, equity and probity to be complied with when filling a vacancy.

The panel will assess all applications and agree on a shortlist of the most competitive applicants. If you are considered suitable at shortlisting, you will be advised on what the next step in the process will be. This may include an interview and/or another form of assessment (e.g. work sample test, presentation, group exercise). In each case, the panel will assess your suitability to the position using the essential capabilities and any other role specific requirements outlined in the advertisement.

At all times throughout the selection process applicants will be kept informed either through email or telephone.

Step 5: Notification to applicants

Once a decision has been made by the selection panel and the process has progressed through the necessary approval points, all applicants will be notified advising the outcome of the selection process.

In most cases, if you have been unsuccessful, you will be advised by email and be given the opportunity to seek feedback from the panel. You will also receive notification of the breach process and the process by which to apply, should you believe the Employment Standard has been breached.

You will have a minimum of four working days to apply for a breach of standard claim and will need to lodge this claim in writing stating how you believe the Standard has not been applied.

Please note, recommendations to positions, are always subject to a breach period and your appointment will not be confirmed until the end of the four (4) day breach period (or longer if the letter states).

Thank you for your interest in working for the Department of Treasury and Finance and good luck with your application!





Contact us

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