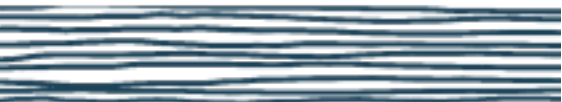




Government of Western Australia  
Department of the Registrar  
Western Australian Industrial Relations Commission

# Job Application Information Pack





Thank you for your interest in working with the Department of the Registrar, Western Australian Industrial Relations Commission. To assist you in preparing your job application, this pack provides information about our organisation and the recruitment and selection process.

## About the Department

The Department of the Registrar (the Department) provides administrative support and infrastructure to the Western Australian Industrial Relations Commission (the Commission). The Commission resolves disputes about industrial matters relating to the work, privileges, rights or duties of employers or employees.

### Our purpose

The Department provides the Commission and the Industrial Magistrates Court of Western Australia (IMC) with the physical and virtual infrastructure, human resource functions, administrative resources and financial resources, integral to support its functions, as detailed in the *Industrial Relations Act 1979* (WA) (Act).

The Commission's other jurisdictions of the Work Health and Safety Tribunal, the Road Freight Transport Industry Tribunal and the Police Compensation Tribunal, are also supported likewise.

The Department also provides the administrative support necessary for the lodgement of appeals to the Western Australian Industrial Appeal Court (IAC).

In terms of the broader community, the Department provides the infrastructure, administration, advice and support services that enable the general community, Unions, Employer Associations and Government agencies, to make applications to the Commission, IMC and IAC. The Department supports the statutory functions of the Registrar in registering and monitoring compliance of registered organisations with respect to the obligations and requirements under the Act.

### Our vision

To provide the government, industrial relations practitioners and the community with contemporary services and support for all interactions in the Western Australian industrial relations jurisdictions.

## Our people are our best asset

The Department is committed to ensuring a positive workplace culture, fostering effective working relationships, respect and inclusiveness and a supportive and friendly work environment. We encourage personal growth through our training and professional development opportunities.

## Our Values

Our Values define who we are and how we communicate, interact and work together. Our five core values underpin everything we do.

**Excellence in Customer Service** - Provide a professional, effective and timely service to internal and external customers.

**Innovation and Continuous Improvement** - Actively explore opportunities to enhance service delivery.

**Accountability and Integrity** - Consistently display honest, open, and accountable decision making and actions.

**Respect and Inclusiveness** - Respect for others by promoting equality for all people, valuing diversity and treating everyone accordingly.

**Cooperation and Team Spirit** - Collaborate and work together to achieve organisational objectives.

## Employee benefits

The Department provides a flexible work-life balance and offers a supportive and innovative environment with great benefits including:

**Generous leave provisions** including annual leave, personal leave, public service holidays.

**Flexible working arrangements** such as working from home and purchased leave arrangements.

**Corporate Wellness Program** including ergonomic workstations and assessments, onsite ergonomic massage, a skin cancer screening program, annual flu vaccination program and confidential support through our Employee Assistance Program.

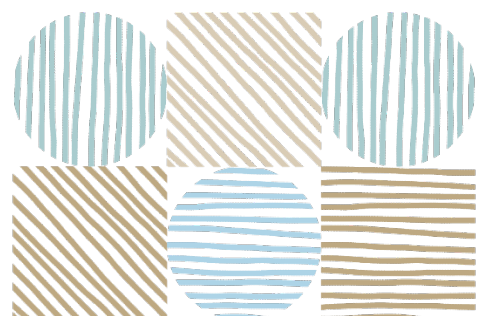
## Commitment to equity and diversity

We embrace diversity and firmly believe that the best services come from a workplace, where varied views are welcomed and encouraged every day.

We are committed to creating an equitable and diverse workforce, and encourage applications from people with disability, Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, women and youth.

## What else is great about working with us?

Our office location is right in the heart of the Perth CBD with easy access to public transport and many great coffee shops and lunchtime food options. Our offices overlook the Swan River and Elizabeth Quay and we're a short walk away from supermarkets and department stores.



## Recruitment and Selection

### Eligibility

The Department requires employees to meet and maintain their eligibility to work with us. A National Police Clearance Certificate is required prior to commencement of employment. Eligibility requirements may also include working rights and/or qualifications.

To be appointed to a permanent position, you must be an Australian citizen or permanent resident. Non-permanent residents with suitable visa and working entitlements are eligible for fixed-term appointments.

The job advertisement outlines the eligibility requirements of each vacancy.

### How to apply

The Department of the Registrar is a State Government department. We are required to follow the Public Sector Commissioner's employment standard as set out in the Commissioner's Instructions. Please read the following steps to give you the best chance of success with your application.

### Preparing your application

The written application is the first step in demonstrating your suitability for the role.

Before preparing your application, review the Job Description Form (JDF) to understand the key responsibilities and the skills required for the position. Feel free to talk to the contact person named in the advertisement to gain a better understanding of the role. Usually, your written application will need to include a cover letter and your curriculum vitae (CV).

When preparing your cover letter, please refer to the job advertisement for specific direction on what your application needs to include, as well as the JDF which details the essential criteria required for the role.

Your cover letter should demonstrate how your skills and experience meet the criteria for the advertised position, as described in the JDF. You should provide sufficient information for the selection panel to be able to assess your suitability against the requirements of the role.

Be clear and concise, outline your role in the examples used and the outcomes achieved.

Your CV should outline your work experience relevant to the advertised position. Include work history, duties and responsibilities, education and training and key achievements.

The CV should also include contact information for two professional referees. At least one of your referees should be a current or recent line manager. Referees must be able to comment on your work experience and abilities.

We recommend you check with your referee/s before nominating them. We may request permission to contact your current employer as part of the selection process. Please notify us if you have concerns about this.

### Qualifications

Certain positions require the occupant to possess a specific or relevant qualification/s. If specified in the JDF, you will need to provide proof of any essential qualifications before an appointment is made.





## Lodging your application

Applications are submitted online via the WA Government jobs board at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au).

If you experience technical problems, email the RAMS Helpdesk at [ramshelpdesk@bigredsky.com](mailto:ramshelpdesk@bigredsky.com).

Applications must be received by the closing date and time specified in the advertisement. We are unable to accept late applications.

It is the applicant's responsibility to ensure their application has been received on time and lodged correctly with all required attachments.

To withdraw your application, please contact the nominated officer in the job advertisement and formally withdraw online through Jobs WA.

## The selection process

We are committed to best practice recruitment standards. This ensures fairness in the process and that the most suitable person is appointed. We follow the below principles:

- Conducting a thorough merit-based assessment which matches an applicant's skills, knowledge and abilities relevant to the requirements of the job and the outcomes sought by the Department, which may include diversity.
- The process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- All decisions are transparent and capable of review.

A selection panel will be formed to assess each applicant's suitability for the advertised job. The key steps in the recruitment process are:

- The selection panel assesses all written applications and shortlists those who are most competitive for further assessment.
- If your application is assessed as competitive to progress to the next stage, you will be invited to an interview. Some advertised positions will also include a practical assessment as part of the selection process.
- Referee checks will then be undertaken for the most competitive candidate(s).
- After all interviews / assessments have been conducted, we endeavour to notify you of the outcome of your application as soon as possible. All applicants are notified in writing of the outcome and encouraged to seek feedback on their application.



## Successful applicants

Once the selection process is complete, if you're the successful applicant, you will be notified as the recommended applicant for the position. At the same time, unsuccessful applicants will be notified and offered the opportunity to receive feedback, or they may request a review of the outcome.

The review process is known as the Breach of Standards process and unsuccessful candidates have 4 working days to lodge an application for review. Once the breach period expires, if no Breach of Standard claim has not been received, you will be notified that you are officially the successful applicant and our newest employee.

Thank you for your interest in working with us and we wish you every success in the recruitment and selection process. If you require further information, please contact us at [HR@wairc.wa.gov.au](mailto:HR@wairc.wa.gov.au).

## Unsuccessful applicants

If you're unsuccessful, you will be notified in writing when the selection process is complete.

You will also be provided with information about who to contact for feedback and how to seek a review of the process, if you feel your application wasn't handled in accordance with the Employment Standard.

Through the Breach of Standards process, unsuccessful applicants have 4 working days to apply for a review. The assessment will focus on the recruitment process, not on the competing merits of an unsuccessful applicant.

