

Applicant Information Pack



Our role

The Corruption and Crime Commission (the Commission) exists within the WA Public Sector to expose and disrupt corruption, serious misconduct and organised crime, giving the Western Australian community confidence that public officers act in the public interest.

The Commission has responsibility for:

- Assessing and responding to all allegations of serious misconduct within the WA Public Sector notified to the Commission;
- Conducting or overseeing investigations or actions taken by Public Authorities;
- Assisting Public Authorities to prevent serious and police misconduct;
- Investigating unexplained wealth; and
- Assisting the WA Police Force in relation to organised crime.

Along with the Public Sector Commission, the Commission has an important role in assisting WA Public Sector bodies to manage their corruption and misconduct risks.

Some additional information about the Commission can be viewed on our corporate website at www.ccc.wa.gov.au

The Commission workforce

The Commission is committed to a vibrant workforce where people are inspiring and committed to work collaboratively to achieve a corruption free public sector. Our work culture is based on trust and respect and empowers our people to act with integrity and transparency.

With a Strategic Workforce Plan in place the Commission is looking to attract and select a capable and diverse workforce with the capacity to deliver on its objectives and priorities. Employees are supported by a learning and development framework that seeks to support and enable our workforce to embrace change and increase capability.

Our values

Courage	Collaboration	Leadership
We do what is right.	We work together to achieve our common purpose.	We develop ourselves and those around us.
We take responsibility for our actions and decisions.	We help each other to succeed.	We transform new ideas into tangible results.
We learn from our experiences.	We treat people with respect and fairness.	We value diversity of people, skills and perspectives.
We embrace change.	We work with other agencies to build integrity.	We shape and drive anti-corruption efforts.

Eligibility for employment

To be eligible for employment at the Commission you must satisfy the following requirements:

- Be an Australian Citizen or be immediately eligible for Australian Citizenship.
- Undergo stringent security vetting to further determine suitability for employment by the Commission. (This includes assessment of your probity, financial position and any circumstances that may conflict with employment by the Commission.)

Benefits

General benefits

- Flexible work options, including part-time, home-based work and flexible hours
- Generous leave entitlements include study leave, 18 weeks paid parental and adoption leave and additional purchased leave
- Paid close-down period between Christmas and New Year
- Special leave for specific purposes like - disability, reproductive, foster carers and cultural leave
- Health and well-being programs including free annual flu vaccinations
- Access to an Employee Assistance Program that provides confidential counselling for mental, physical, social and financial health for you and your family.
- Eyesight testing and glasses subsidy
- An active social club and friendly work environment
- Annual leave loading payment every December
- Salary packaging arrangements

Learning and development opportunities

The Commission is committed to investing in building and managing a contemporary, accountable, and highly capable workforce, providing the following opportunities to ensure a future fit workforce:

- Expressions of interests and acting opportunities, allowing you to broaden your work experience through on-the-job training in different roles and business areas of the Commission Comprehensive study assistance program.
- Access to funded public sector scholarships
- multiple training opportunities available including training from both public and private sector providers
- Professional memberships - individual and corporate

STEP 1 - Application process

Your application is the first step towards securing further assessment. The selection panel will assess your application to determine whether you will be selected for the next phase of the

recruitment process. Your application will need to demonstrate that you meet the job requirements. It is important to provide information about your skills, knowledge, qualifications and previous experience. Please ensure you read the advertisement carefully and follow the specific application instructions, as the requirements may differ for each position.

Preparing your application

To ensure you have all of the information you need to prepare your application, please:

- Review the Job Description Form (JDF) from the vacancy advertisement.
- Check to ensure you meet the role specific capability requirements to successfully perform the role specific responsibilities of the position.
- Read the 'How to Apply' section in the job advertisement for specific instructions on what to submit with your application.

For more information regarding the position you are applying for, you are encouraged to speak with the contact person listed in the advertisement.

Your CV and referees

Your curriculum vitae (CV) 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, training and other achievements.

Please also include two referees who may be contacted at any stage of the recruitment process. You will need to provide your referees' contact information. You will need to provide your current or most recent line manager as a referee. If you feel that this is not possible for some reason, please discuss with the panel.

It is good practice to contact your referees before you list them in your application so that you can confirm that they are available and willing to provide comments.

Lodging your application

Applicants are required to apply online by clicking on the 'Apply for Job' button on the advertisement on Jobs WA.

When you are ready to lodge your application, please check to ensure that you have actioned the following items before posting ensure you have a copy of your CV, covering letter and/or statement addressing the 'capability requirements' specified in the job advertisement ready for uploading in MS Word (.doc) or PDF file formats only.

Closing date

Please check the closing date and time for applications as late applications will not be accepted. The onus is on you to ensure it is lodged correctly on time with all attachments.

Be aware that you will not be able to successfully submit your application after the nominated closing time, even if you are part way through the process of applying.

STEP 2 - Selection and Assessment Process

The Commission applies the [Public Sector Commissioner's Instruction No. 1 - Employment Standard](#)'s principles of merit, equity, interest and transparency when filling a vacancy. The selection method will vary depending on the circumstances.

A selection panel is formed to consider applications. After the panel assesses your application, if deemed competitive and suitable you may be invited to attend an interview or participate in other selection methods (assessment centre, work samples etc.). The method or assessment will be decided by the panel and will relate to the position requirements.

Interview process

The following information may assist you if you are selected for an interview:

- read the JDF and your application and think of relevant examples where you have applied the relevant skills and abilities;
- take time to answer each question. Be clear and concise and use past experiences in your answers where possible; and
- you are welcome to ask questions and clarify information.

Please let the panel know of any adjustments that may be needed in relation to the assessment process, such as mobility assistance or interpretation. Or if you are more comfortable, your request can be made to Human Resources by contacting recruit@ccc.wa.gov.au

STEP 3 - Next steps

Post-selection feedback

Once the selection process has concluded, applicants will be notified of the outcome via email. Applicants can request post-selection feedback from the selection panel via the nominated contact person. The feedback provided may include valuable information and constructive comments about your application and performance during the selection process which may assist in your future applications.

Breach of Standard claim

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

The Regulations do not provide for a review to be undertaken on the grounds that you consider that you are more competitive than the selected applicant(s).

Before formally lodging a breach of standard claim, you should seek feedback and discuss your concerns with the contact person nominated in the outcome notification.

More Information on the breach process can be viewed at Public Sector Commission's [How to lodge a claim Page](#).

Pre-employment security vetting process

If you are recommended for a position, you will be required to undergo a security vetting process before a contract of employment may be offered. Further consideration will be given to your appointment on the basis of a satisfactory security clearance.

The process could include (but is not limited to) providing detailed information on your background, character, employment history and financial position. An Australian Federal Police National Police Check form and Level 1 or Level 2 Negative Vetting Kit will be required to be completed.

Appointment with the Commission

The Commission appoints employees pursuant to the *Corruption Crime and Misconduct Act 2003* and provides for employment to be offered on a fixed term basis for a period of up to five years. Prior to the cessation of an employee's contract there may be an option to be reappointed for a further contract if that role is still required.

If you are a permanent Western Australian public service officer employed under Part 3 of the Public Sector Management Act 1994, you may retain the rights and entitlements of a permanent public service officer and have an entitlement to be appointed to a public service office on your cessation with the Commission. You can read more about your right to return in [Commissioner's Instruction No. 15 - Appointment of former public service officers ceasing employment with statutory offices](#)

Further information


For information on the position please contact the person specified in the advertisement.

If you experience issues with the application system, please contact Human Resources at recruit@ccc.wa.gov.au or (08) 9215 4888.

Thank you for your interest in working at the Commission.

Contact the Corruption and Crime Commission

 Level 5, 45 Francis Street
Northbridge WA 6003

 General Enquiries (08) 9215 4888
Report Corruption 1800 809 000

 www.ccc.wa.gov.au

 info@ccc.wa.gov.au

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