

Job Application Kit

Thank you for your interest in working with the Department of Biodiversity, Conservation and Attractions. This guide includes information about our recruitment and selection process, and will assist you in preparing and submitting your job application.

About us

The Department of Biodiversity, Conservation and Attractions has primary responsibility for:

- managing Western Australia's national parks, marine parks, State forests and other reserves including Rottnest Island and King's Park, and the Perth Zoo
- conserving and protecting animals and plants, and
- managing many aspects of access to and use of the state's wildlife, natural areas and attractions.

We offer a diverse range of naturally rewarding and fulfilling career opportunities throughout the state, in areas that include:

- biodiversity conservation
- tourism, visitor services, and community education and involvement
- fire, natural resource and sustainable forest management
- animal health and wildlife protection, and
- business and administration

We also offer family-friendly working arrangements, generous leave options, personal and professional development opportunities, salary packaging, comprehensive health and lifestyle programs, and a subsidised corporate wardrobe.

To find out more about us, please visit our website at www.dbca.wa.gov.au.

Applying for a job with us

If you would like to work for an organisation that 'makes a difference' and is committed to protecting and conserving Western Australia's natural assets, and you can meet the job requirements, we strongly encourage you to apply for a job with the Department of Biodiversity, Conservation and Attractions.

Before preparing your application, please read the information in this guide and the job advertisement carefully. This will help ensure that your application includes enough information to demonstrate your ability to meet the selection criteria for the advertised position. Essential selection criteria are the skills, knowledge, values, experience, and/or qualifications that are required in a job. All criteria are essential unless otherwise indicated e.g. as desirable or highly regarded.

About the job

Before you apply for a job with the department, refer to the Job Description Form (JDF). This provides information about the job, including responsibilities and a full list of selection criteria. Information about the job is also available from the contact person listed in the advertisement.

Most JDFs in the department include responsibility for participating in fire management activities.

Fire management involves an extensive range of activities including administration, communication, research and planning, as well as more physically demanding activities such as firefighting, so most employees are able to participate and contribute. Note that only employees who have undertaken the required training and demonstrated the necessary ability and capacity for firefighting will have the opportunity to perform firefighting duties.

Eligibility

To be eligible for a fixed term appointment with the department, you must have documentary evidence of your entitlement to live and work in Australia for the duration of the fixed term contract.

To be eligible for permanent appointment in the department, you must be an Australian citizen or have permanent resident status in Australia.

Former WA public sector employees who have accepted a voluntary severance package are not eligible for appointment for the period of severance and leave payouts.

Under current legislation, a person who is employed or engaged on a contract for service basis as a ministerial officer is ineligible to apply for, or be appointed to, a position in a public sector organisation, including the department.

Applicants are asked about their eligibility early in the selection process, usually in their job application. Applicants who have applied but are ineligible will be advised and withdrawn from the process.

Please check the advertisement to see whether any additional factors that affect eligibility apply.

International applicants

If you are an international applicant and/or not currently eligible to work in Australia, please visit the International and interstate applicants page on the department's website at www.dbca.wa.gov.au.

Preparing your application

The job advertisement will clearly outline what is required to apply for the advertised position. In general, applying for a position involves completing an online **application form** and attaching your **resume**, plus any **additional information** if this has been requested in the advertisement.

Application form

The online application form can be accessed by clicking on the '*Apply for job*' button above and below the job advertisement at www.jobs.wa.gov.au.

If you are unable to apply online, please use the hard copy application form included in this kit, unless the advertisement indicates that this is not required. Additional copies may be requested from the People and Culture Branch of this department by telephoning (08) 9219 9879 or emailing Recruitment@dbca.wa.gov.au.

All correspondence regarding your application will be sent to the postal or email address specified on your application form, so it is important that you advise us of any changes. Please check regularly to see whether any correspondence has been delivered to your nominated address(es).

Referees

You should include two referees who can support your employment history and experiences. One of these referees must be your current or recent manager or supervisor.

It is recommended that you check with your referees before nominating them, to ensure they are available and will provide positive feedback on your previous work and performance. If a panel member is your referee, they will need to complete the referee report prior to accessing applications to appropriately manage the associated conflict of interest. When this may occur, ensure the referee is aware you are applying to give them time to complete your reference. If the recruitment process has already commenced, you may be asked to nominate a different referee.

Resume

A resume is required when applying for all Department of Biodiversity, Conservation and Attractions positions. Please include

- personal details, including your name, contact phone numbers, postal address and email address
- a brief description of your work history/experience, documented from most to least recent
- details of your academic qualifications and professional training, and
- a brief description of your achievements and accomplishments that are relevant to the job.

If you have a qualification from abroad, please provide information on its status in Western Australia in your resume. Contact the Overseas Qualification Unit of the Western Australian Development Centre on (08) 9224 6500 for advice.

Additional information

Most of the department's job advertisements will ask you to include additional information with your application that supports your ability to meet some or all of the selection criteria. This often involves addressing particular criteria in a separate written statement or covering letter. The advertisement will include details of what is required.

Please provide whatever has been requested within the specified page limit so the selection panel can assess whether you meet the criteria during the shortlisting process. To assist with this part of your application, refer to ***Important: How to provide additional information with your application to address the selection criteria and maximise your opportunity for selection*** in this guide.

Before you submit your application

If you are applying for a **job that has been advertised at more than one level**, please specify in your application the level(s) at which you would like to be considered for appointment.

Note that only information provided during the selection process e.g. in your written application, at interview, etc. can be considered by the selection panel in making the selection decision. Although panel members may have prior knowledge of your skills and abilities due to a current or previous working relationship, this cannot be taken into consideration (other than through reference checks) because it is knowledge that has been gained outside of the selection process.

Check – is your application complete?

Before lodging your application, please check that you have included all of the requested information:

- ✓ **Application form**
- ✓ **Resume**
- ✓ **Additional information e.g. statement addressing selection criteria, if requested.**

Lodging your application

You can apply online at the *WA Government Job Board* at www.jobs.wa.gov.au.

Click on the title of the position you wish to apply for to access the job advertisement, then click on the 'Apply for job' button above and below the advertisement. You will receive an electronic receipt confirming that your application has been submitted.

If you apply online, all documents attached to your application must be in MS Word, rtf or PDF format.

We encourage you to apply online whenever possible. This allows you to store and retrieve any online job applications you have submitted to the Department of Biodiversity, Conservation and Attractions at your convenience.

If you have a disability please advise us of your preferred method of communication. For example, someone with a hearing impairment may prefer written communication.

If you do not have internet access you can apply by submitting your application in hard copy. Hard copy applications should be stapled in the top left hand corner with the application form being the top document. Please do not submit applications in plastic or cardboard folders. Submit your complete application, marked '**Confidential – Department of Biodiversity, Conservation and Attractions Advertised Vacancy**', by post or hand delivery to the following addresses before the closing time and date specified in the advertisement:

Postal address	Recruitment Officer Department of Biodiversity, Conservation and Attractions Locked Bag 104 BENTLEY DC WA 6983*
Hand delivery	Reception Department of Biodiversity, Conservation and Attractions 17 Dick Perry Avenue KENSINGTON WA 6151

*Note: the Bentley Delivery Centre is a postal centre and **not** located on the department's premises.

Closing date and time

Applicants are responsible for ensuring that their applications are received before the closing time.

Unless otherwise indicated, all job vacancies in the Department of Biodiversity, Conservation and Attractions close at 12 midday, western standard time (WST) on the date specified in the advertisement. Therefore, you must have completed lodgement of your application before this time i.e. your entire application must be:

- lodged and receipted online at www.jobs.wa.gov.au, or
- received at this department's premises on the closing date by the time specified.

Unfortunately late or pro-forma applications will not be accepted.

If you experience any difficulties in submitting your application please contact the Senior Recruitment Officer for assistance on (08) 9219 9879 before the vacancy closes.

The selection process

After your application has been lodged, the selection panel will assess this along with all eligible applications received for the position. Competitive applicants will be invited to participate in further assessment. This generally involves an interview, but you may also be asked to complete a task relevant to the selection criteria, such as a written exercise. Any questions asked at interview that form part of your assessment for the job will also be relevant to the selection criteria.

If you are contacted for further assessment, please advise the selection panel as soon as possible if you have any questions or concerns, or if you need any specific adjustments to participate in the assessment. In most cases, further assessment will involve an interview.

Preparing for an interview

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

- Consider asking who will be on the selection panel and the job title of each panel member. Panels typically comprise three people but this varies according to the position.
- Read the JDF and your job application carefully. Focus on the selection criteria and think of specific examples where you have applied relevant skills, values, knowledge, etc. Consider also the duties, how you would perform them, what problems you might encounter, and how these might be resolved.
- Ensure that your original qualifications (e.g. bachelor's degree) are available to bring to the interview for sighting.
- If you have any relevant reports or documents you have prepared which provide examples of your skills and abilities, bring these for possible presentation at the interview.

During the interview

- Bring a copy of your job application to the interview for reference.
- Never assume that panel members know about your suitability for the position, even though you may have experience in working with them.
- Ask for clarification if you do not understand a question or are not sure what the panel wants.
- Take your time to answer each question, and answer each question fully.
- Wherever possible, relate your answers to direct experiences you have had.
- Ask the panel any questions you have about the job or the department when the opportunity is presented.

Referee checks

Referee checks may occur as part of the short listing process, or more often following interviews and/or other types of further assessment.

National Police Certificate (if required)

If a National Police Certificate (NPC) is required for appointment to a position, this is specified in the JDF and/or the advertisement. Where applicable, applicants will be asked to supply a current (within 6 months) NPC before commencement. For information on how to obtain an NPC, refer to the [National Police Certificate](#) page of the Western Australian Police website.

Reaching a decision

Once all assessments have been completed, the panel makes a selection decision, and the process and outcome are documented. The most suitable and available applicant, as determined through their ability to meet the specified requirements, is recommended for appointment to the job.

Notification and feedback

If you are not shortlisted for further assessment, you are unlikely to be advised that your application was unsuccessful until the process is complete and a recommendation to appoint has been made.

The reason for the delay is to ensure that all applicants are advised of the outcome and provided with the opportunity to submit a breach claim (if they believe there has been a breach in the WA Public Sector Employment Standard) at approximately the same time. Further details about the standard and the breach claim process are provided below.

All applicants are encouraged to seek feedback on their performance for future reference. You will receive details of a contact name and number for feedback in your notification letter.

The Employment Standard

The WA Public Sector Employment Standard applies when filling a vacancy (by way of recruitment, selection, appointment, secondment, transfer and temporary deployment/acting) in the WA Public Sector. The Standard requires compliance with the following four principles when filling a vacancy:

Merit principle

- Employment decisions are made based on merit, which usually involves the establishment of a competitive field.
- In applying the merit principle a proper assessment must take into account the extent to which the person has the skills, knowledge and abilities relevant to the work-related requirements and outcomes sought by the public sector body and, if relevant, the way in which the person carried out any previous employment or occupational duties.

Equity Principle

- Employment decisions are to be impartial and free from bias, nepotism and patronage.
- For secondment the employee consents.
- For transfer employment conditions are comparable.

Interest Principle (applies to secondments, transfers, acting)

- Decisions about an employee's secondment, transfer or acting take account of the employee's interests and the work-related requirements of the relevant public sector body.

Transparency Principle

- Decisions are to be transparent and capable of review.

The department is committed to meeting the Employment Standard. As such, applicants can expect that the compliance requirements of this standard will be adhered to throughout the selection process. However, if you believe that any aspect of the process has breached the standard, and that you have been adversely affected as a result, you can submit a breach of standard claim.

Submitting a breach of standard claim

Details of how to lodge a breach of standard claim are provided to unsuccessful applicants at the conclusion of the selection process, in the letters advising of the selection recommendation. All claims must provide full details in writing and be received by the specified date. It is the claimants' responsibility to ensure that any claims are received before the closing date.

Note that a breach of standard claim cannot be lodged on the grounds that you consider yourself more competitive than the recommended applicant.

Note also that an applicant may lodge a claim only in circumstances where they are eligible to do so.

Visit the [Public sector standards in human resource management \(www.wa.gov.au\)](http://www.wa.gov.au) page on the Public Sector Commissioner website for more information.

Similar appointments register

Details of unsuccessful applicants who have been assessed as suitable for appointment may be recorded on the department's similar appointments register. Applicants listed on the register may be offered appointments to similar roles in the department over the following twelve months, if these arise. If this applies to you, more information will be provided in your notification letter.

EEO and diversity objectives

The department has a Workforce and Diversity Plan that identifies Indigenous Australians, women, people with disabilities, people from culturally diverse backgrounds, and youth as key groups who are under-represented and/or unevenly distributed in the department. These areas require particular focus in terms of recruitment and retention.

The plan supports our commitment to working collaboratively with visitors, colleagues, partners, and volunteers. It provides for the effective management of our diverse workforce, assists us in meeting diversity objectives, and enables us to meet our statutory obligations under the *WA Equal Opportunity Act 1984*.

IMPORTANT: How to provide additional information with your application to address the selection criteria and maximise your opportunity for selection

If the job advertisement asks you to provide additional information with your application to further demonstrate your ability to meet the selection criteria, **it is important that you read and follow the advice provided** in this section of the guide.

Providing this information is your opportunity to demonstrate your ability to meet the job requirements (selection criteria), so that the selection panel can assess this during the shortlisting process.

All essential selection criteria (skills, abilities, knowledge, experience, etc.) will be assessed at some stage during the selection process, and desirable criteria will be assessed as appropriate. If the job advertisement asks you to further demonstrate your ability to meet the selection criteria in your written application, it is important that you do so as instructed.

If you have any questions about the selection criteria, check with the contact person listed in the advertisement.

How will I know which additional information to include in my written application?

The advertisement will advise if you need to include a covering letter and/or written statement addressing some or all of the selection criteria, responses to relevant questions, or anything else

that further demonstrates your ability to meet the selection criteria as part of your application.

The advertisement also states any specific criteria and/or questions for which responses are required.

What level of detail is required in my response?

The advertisement will generally indicate any required page limit for your responses.

If a **covering letter** has been requested, clearly outline how your skills, knowledge, values, experience, qualifications, etc. would be relevant to your performance in the role, focusing on the selection criteria. You do not need to use each criterion as a heading.

If a **written statement addressing the selection criteria** has been requested, it is recommended that you use each of the selection criteria to be addressed as a heading, and state your claim relevant to each of these underneath.

To address each criterion, start with a positive claim that you possess the required skill, knowledge, etc. If the criterion relates to:

- **knowledge or understanding**, describe briefly what you know, where/how you gained this knowledge, how you maintain/update it, and how it relates to the duties of the advertised job. If possible, provide at least one example of how you have applied it in a past situation.
- **experience**, include information about where and when you have worked, and the duties you have performed that relate to the experience required for the job, including relevant noteworthy responsibilities and achievements.
- a **value, skill or ability**, briefly describe situations where you have used or demonstrated this in your work, in the context of the duties/responsibilities of the job, using actual examples if possible. See also the question about the department's core values below.

If responses are required to a series of **questions related to the selection criteria**, please answer these in accordance with the directions provided.

What are the department's core values and how might these be addressed as selection criteria?

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results. Our five core values are **Integrity**, **Collaboration**, **Accountability**, **Respect** and **Excellence**.

Behaviours that reflect our values are included as **Essential** and/or **Desirable** criteria for most positions. The table below provides examples of behaviours that are consistent with our core values, and may assist you in addressing these in your written application if requested, or in preparing for interview:

Integrity	Collaboration	Accountability	Respect	Excellence
Knowing and doing what is right	Working in a team or partnership and in support of others	Being transparent, and taking ownership and personal responsibility	Being respectful of people, culture and place	Demonstrating quality, innovation and continuous improvement
Making decisions that are honest, impartial, fair and inclusive of all relevant information.	Including diverse perspectives when planning and making decisions	Using departmental resources responsibly	Recognising people's interests, rights, and safety and welfare	Consistently seeking out better ways of doing things

Leading by example	Demonstrating a positive can-do attitude	Communicating clearly, openly, and actively	Treating others with courtesy and sensitivity	Being open to change
Acting with care and diligence	Being willing to ask for help and offering support to colleagues when needed	Taking ownership of issues and being transparent about decisions	Celebrating diversity and embracing different perspectives	Being solutions-focused and evidence- led to achieve outcomes
Delivering on promises	Working collaboratively with others to achieve goals	Owning mistakes and taking action to correct these	Appreciating spiritual and community connections to place	Continuously learning and developing

Do I have to meet both the desirable and the essential criteria to be appointed?

Although applicants will generally need to demonstrate that they meet the essential criteria in order to be offered appointment to a position, they are not required to meet the desirable criteria. However, you should provide a written response to any desirable criteria if possible, if this is requested in the advertisement. Applicants who are able to meet both the essential and desirable criteria may be more competitive.

How can I find out if my qualification is an approved equivalent of a qualification that is listed in the criteria?

Please contact the contact person in the job advertisement for advice.

How might I respond to a criterion about EEO and diversity?

Having an understanding of EEO (equal employment opportunity) and diversity involves recognising and valuing the variety of backgrounds, perspectives, beliefs, knowledge, and skills that people bring to an organisation, and understanding that it is unlawful under the *WA Equal Opportunity Act 1984* and other legislation to harass and/or discriminate against others in the workplace on grounds that include age, gender, race, impairment, religion, marital status, family responsibility, gender history and sexual preference.

If you are asked to respond to a criterion about EEO and diversity in your written application, we suggest that you include information on how you came by your knowledge (e.g. training course, research, induction, etc.), how you have applied this in your workplace (e.g. in terms of staff, customers, etc.) using specific examples, if possible. In the case of a supervisory role, you could include information on actions you have taken to ensure that staff adhere to EEO and diversity principles and practices.

For jobs which list in the JDF a number of EEO and diversity related-activities, you may need to demonstrate greater understanding and provide stronger examples – refer to the duty statement of the JDF for guidance.

Further information is available from the Western Australian Equal Employment Opportunity Commission website at www.eoc.wa.gov.au.

Thank you for your interest in this job opportunity with the Department of Biodiversity, Conservation and Attractions

If you are applying online via the *WA Government Job Board* at www.jobs.wa.gov.au or the Department of Biodiversity, Conservation and Attractions website at www.dbca.wa.gov.au **OR** the advertisement includes advice that a hard copy application form is not required for this vacancy, you do **not** need to complete the hard copy **Application for Employment Form** overleaf in order to apply for this vacancy.

Job Application Form

IMPORTANT INFORMATION

This document is to be completed and attached with your application i.e. curriculum vitae and statement/ letter addressing the selection criteria (unless the advertisement indicates otherwise) ONLY if you are NOT applying online via the *WA Government Job Board* at www.jobs.wa.gov.au.

Before you begin your application, we would appreciate it if you could advise below where you **first** saw this vacancy advertised e.g. Department of Biodiversity, Conservation and Attraction website, Jobs WA, *West Australian* newspaper, etc.:

JOB DETAILS	Position title:						
	Position number:						
PERSONAL DETAILS	Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr	<input type="checkbox"/> Professor
		<input type="checkbox"/> Other – please specify:					
	First & middle names:						
	Family name:						
	Preferred name:						
	Postal address:						
	Preferred phone no:						
	Alternative phone no:						
	If you have a disability, what is your preferred method of communication:						
	Email address:						
Email consent:	I agree for the above email address to be used for all correspondence <input type="checkbox"/> Yes <input type="checkbox"/> No						
EMPLOYMENT DETAILS	Name of current agency/employer:						
	Are you currently employed in the WA public sector?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please complete the remainder of this section below:					
	Employment status:	<input type="checkbox"/> Permanent		<input type="checkbox"/> Fixed-Term		<input type="checkbox"/> Casual	
	Classification level:						
	Award:						

CESSATION DETAILS	Have you ever taken a voluntary severance or redundancy payment from the WA public sector?		<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', provide the re-entry date in your letter of redundancy or severance below:	
	Re-entry date:			
REFEREES (PROVIDE TWO)	We ask that you provide referee details (including a current/recent supervisor) with your application. However, if this is not possible, please provide the necessary details at interview (if short listed) or upon request.			
	Referee name:		Position title:	
	Relationship to you:		Organisation:	
	Daytime phone no:		Email address:	
	Referee name:		Position title:	
	Relationship to you:		Organisation:	
	Daytime phone no:		Email address:	
DISCIPLINE DISCLOSURE	A disciplinary process does not necessarily disqualify an applicant, however it is something that we need to be made aware of. If rejection of your application is considered solely because of a disciplinary record, you will be given the opportunity to discuss the matter fully before a final decision is made.			
	Do you have any current disciplinary proceedings in progress against you, or have you previously been subject to a disciplinary process by an employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If 'Yes', please provide details of any disciplinary proceedings.			
ELIGIBILITY FOR APPOINTMENT	Are you currently employed as a ministerial officer or engaged as such on a contract for service basis? If yes, under current legislation, you are ineligible to apply for this position. To be eligible for permanent appointment to the WA public sector you must be an Australian citizen or have permanent resident status in Australia. To be eligible for a fixed term appointment you must have documentary evidence of your entitlement to live and work in Australia for the duration of the fixed term contract. If you are an international applicant and/or not currently eligible to work in Australia, refer to the <i>International applicants</i> page on the department's website at www.dbca.wa.gov.au for information on how it might be possible to become eligible to work in Australia for the department.			
	Please indicate your current eligibility to work in Australia:		<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident	
			<input type="checkbox"/> I have a current working visa, but not for the duration of the position <input type="checkbox"/> I have a current working visa for the duration of the position Visa expiry date:	

	<input type="checkbox"/> I would need to obtain a working visa to be appointed to the position		
APPLICANT SURVEY QUESTIONS	The six applicant survey questions below will assist us to measure how well we are meeting diversity and recruitment targets. <i>You do not have to answer these if you do not wish to do so.</i>		
	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Intersex/Unspecified	
	Date of birth:		
	Are you an Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Country of birth:		
	Language(s) spoken at home:		
	Have you ever been involved with Bush Rangers WA?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', indicate year(s) involved e.g. 2020 – 2022:	
DISABILITY INFORMATION	The Department is committed to building a workplace culture that values diversity and inclusion. We actively promote the employment of people with disability. People with disability will be provided with adjustments in our recruitment processes and in the workplace. To assist us with this, please respond to the following questions.		
	Do you have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If you have a disability, please provide brief details of any adjustments you require to allow you to participate in the interview process.		
	If you have a disability, do you have a preferred method of communication? For example, a person with a hearing impairment may prefer written communication.		
DECLARATION	*I declare the above statements to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. I understand that appointment to the Department of Biodiversity, Conservation and Attractions is conditional upon the provision of appropriate proof of identity and evidence of entitlement to live and work in Australia for the duration of employment.		
	Signature:	Date:	
Please include all supporting information with your application e.g. resume, statement addressing selection criteria (if requested) etc.			

*Applicants who subsequently become aware that information they have provided is false or misleading must immediately bring this to the attention of the selection panel.