



# Applicant Information Pack

Thank you for your interest in the advertised vacancy at the Department of Treasury. To assist you with your application, we have provided information about working with Treasury and application guidelines.

## About the Department of Treasury

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

We develop economic and revenue forecasts, and monitor developments in the State's economic, major revenue bases and public sector finances, to ensure Western Australia remains on track against the State Government's budgetary objectives and targets. Our policy advisory role covers a wide range of issues, including Commonwealth – State financial relations, revenue policy, public sector wages policy, public sector superannuation policy, and advice on alternative models of service delivery and infrastructure provision.

A career with Treasury will see you 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 [www.wa.gov.au/treasury](http://www.wa.gov.au/treasury)

## Employment Benefits at Treasury

By working with Treasury, you will have access to a range of employee benefits that support your needs including a healthy work life balance and development opportunities including:

- Flexible working hours, including part time, job share and remote working options
- Competitive leave entitlements including 4 weeks annual leave, 13 weeks long service leave, 15 days personal leave and 3 Public Service Holidays per anniversary year, paid parental leave after 12 months of service and the option to purchase up to an additional 10 weeks leave per calendar year.
- Ongoing support through an Employee Assistance Program, wellness programs and discounted corporate health plans.
- Salary packaging options, including novated vehicle leases and superannuation.
- Development programs including the Under Treasurers Educational Development Program with access to paid and unpaid study leave, career and leadership development programs and mentoring opportunities including Assistant Under Treasurer and Director shadowing.

## How to Apply

To apply for the position, please read the information contained within the job advertisement, the Role Statement and the Treasury Capability Framework attached to the advert. For specific information about the position, please contact the person nominated in the job advertisement.

### Step 1: Ensure Eligibility

To be eligible for permanent appointment to the WA Public Service, 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.

### Step 2: Prepare your Application

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

1. Review the Role Statement;
2. Review Capability Framework; and
3. Review the Job Advertisement.

Your CV should be up-to-date and include a description of your relevant work starting with your most recent experience (include dates) as well as any education and training. If possible, include a brief description of your duties and responsibilities for each job and outline your key achievements for each role.

It is important that you nominate two referees (preferably recent supervisors) who can comment on your skills, abilities, depth of experience and work performance. Referees will often be required to respond to an online referee report within one week of your interview, therefore it is important to keep your referees informed during the process.

### 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 [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). This will take you through several 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:

- Prepared the relevant information requested in the job advertisement; and
- Saved requested documents for submission such as cover letter and CV in MS Word (.docx) or PDF file formats only.

**Your application must be submitted by the closing date.  
Applications received after the closing date will not be accepted.**

## **Step 4: Selection Process**

Treasury is committed to ensuring that the most suitable applicant is appointed to the advertised position in alignment with the Public Sector Standards in Human Resource Management [Commissioners Instruction 1: Employment Standard](#).

At all stages in the recruitment process the panel will be determining suitability based on an assessment of the applicant's ability to meet the requirements outlined in the job advertisement, role statement and capability framework.

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 such as a presentation and behavioural testing.

Throughout the selection process, applicants will be kept informed either through email or telephone of the progress of the process.

## **Step 5: Notification to Applicants**

Once a decision has been made by the selection panel and approved, all applicants will be notified of the outcome of the selection process.

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 (4) 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.

Recommendations to all 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.

## **Criminal Records Screening**

Treasury has a criminal screening policy which will require you to provide 100-point identification check and undertake a criminal records screening clearance prior to appointment to a position.