



2 Bedbrook Place
Shenton Park
Western Australia 6008
www.workcover.wa.gov.au
wa.gov.au

telephone 08 9388 5555
facsimile 08 9388 5550
advisory services 1300 794 744
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About WorkCover WA

WorkCover WA is a Statutory Authority responsible for the regulation and administration of the workers' compensation system in Western Australia.

The primary role and objective of WorkCover WA is to minimise the social and economic impact on workers with work-related injury and/or disease, and achieve cost effectiveness for employers and the community.

WorkCover WA strives to support all employees, their families and the wider community through the provision of a supportive working environment that acknowledges individual needs, beliefs and values.

WorkCover WA's modern and well equipped offices are located in a pleasant garden setting close to the city.



WorkCover WA provides:

- Flexible working hours from Monday to Friday
- Four weeks annual leave with 17.5% leave loading
- Option to purchase up to 10 weeks additional annual leave
- 13 weeks long service leave for every 7 years of continuous service
- Salary packaging benefits i.e. superannuation contributions, novated car lease
- Professional development and supported education programs and attendance at conferences
- Carer's room
- Gymnasium
- Wellness program
- Social club
- Free parking
- Close to trains (Fremantle line) and buses.



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Important guidelines for applicants

Thank you for your interest in applying for a position at WorkCover WA. These guidelines are designed to assist you in demonstrating that you are the most suitable candidate for the advertised vacancy.

Our recruitment and selection process

WorkCover WA is committed to meeting the Public Sector Standard on Recruitment, Selection and Appointment (copy attached). Advertisements for vacancies are governed by the Industrial Relations Act (1979).

All applicants can expect that the compliance requirements of this standard will be adhered to throughout the selection process. This process helps us to be fair and equitable in our recruitment decisions and helps you to know we are meeting the public sector standards in human resource management.

The breach claim period for appointments has been reduced to four days. Please visit [http://www.opssc.wa.gov.au/Public_Sector_Standards_\(HRM\)/Information_about_lodging_a_breach_claim/our_day_breach_claim_period.php](http://www.opssc.wa.gov.au/Public_Sector_Standards_(HRM)/Information_about_lodging_a_breach_claim/our_day_breach_claim_period.php) for more information.

If you feel your application is not being fairly dealt with, you have the right to request a review of the process. The Breach of Standard Claims explains how to make a request for a review.

Key steps in the recruitment process include:

1. The selection panel assesses applications and invites short listed applicants for interview
2. Interviews are conducted
3. Referee checks are undertaken
4. A selection report is prepared
5. All applicants are notified

Submitting your application

If you are applying for multiple positions please submit **a separate application and résumé for each position**.

Whether you are shortlisted for interview depends on the content and quality of your written application.

To be eligible for short listing, your application should include the following:

1. Covering **letter/statement of claims** – this should include details of your skills and experience as they pertain to the work requirements of the position (available on the Job Description Form)
2. Your **résumé** which should include the following information:
 - A description of your work experience and skills acquired, starting with your most recent position and major accomplishments at work
 - List of your academic and/or professional training and photocopy(s) of your formal qualifications. **Evidence of qualifications is only necessary where the work requirements of the position indicate a qualification is essential.**
3. A list of two **referees**
 - The selection panel will ask your referees how well they think you meet the requirements of the job. You should advise your referees of the position and work requirements of the role before nominating them to act as your referee.

Any queries regarding the position should be directed to the contact officer nominated in the advertisement.



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Advice to assist you to apply

The following information is provided to assist you with your application and is designed to indicate the expectations of the selection panel.

It is important that your résumé contains sufficient information to enable the selection panel to make an assessment of your experience, skills and qualifications in relation to the position, as this is an integral part in determining those applicants who are competitive for interview. It is helpful if the information you provide is clear and relevant.

Some further points:

- It is up to you to present an application that will convince the selection panel that you should be granted an interview.
- Before adding any attachments, consider carefully whether they really add value to your application in demonstrating your ability to meet the work requirements of the position.
- Keep a copy of your application. It will be a useful reference should you be short listed for interview, or for future job applications.

Lodging your application

It is your responsibility to ensure WorkCover WA receives your application by the advertised closing time and date. We recommend you confirm your application has been received.

Late applications will not be accepted under any circumstances

Unless otherwise stated in the advertisement, you are requested to apply online via the 'Apply for Job' button on the relevant advertisement at www.jobs.wa.gov.au

When will you hear from us?

When you apply online, you will receive an acknowledgement confirming your application has been submitted.

Once applications close, WorkCover WA will immediately commence the short-listing process.

If you have been successful in gaining an interview, you will receive a telephone call from us within 7-10 days of the closing date. If you have not heard from us within this time, it is unlikely your application was chosen for short listing.

The selection process will take approximately 4 weeks.

Once a candidate has been selected, you will be notified in writing either that you are the recommended applicant or that you were not successful on this occasion.

The interview process

The job interview is an important part of the selection process. The interview will be related to the work requirements and may be conducted via a number of methods.

In some circumstances, the panel may not be able to test the whole of the work requirements through consideration of written applications and interview. You may, therefore, be assessed in other ways. For example, you may be given a test or be asked to provide a practical demonstration.



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The panel may also wish to consider referee reports when assessing you against the work requirements.

Selection decisions will be made on the basis of merit, in accordance with legislative requirements and WorkCover WA's policies of equal employment opportunity.

Feedback

All applicants, regardless of whether they were granted an interview, are encouraged to seek feedback on their performance for future reference.

You will receive written notification the result of the selection process. Should you wish to seek feedback the letter will also provide the name and telephone number of the person to contact. Feedback is generally obtained from the Chairperson of the selection panel but may also be provided by another panel member.

Please Note: Even if you were not selected for an interview, you will not usually be advised that your application was unsuccessful until all interviews have been conducted and a recommendation has been made. This delay in notification is necessary to ensure that all applicants are provided with the opportunity to apply for a review of the process as provided for in the Public Sector Management (Examination and Review Procedures) Regulations 2001.