

**ROTTNEST IS**

*all about opportunity*



Job Application Pack

# JOB APPLICATION PACK

## INFORMATION FOR APPLICANTS

Thank you for your interest in working at Rottnest Island Authority (RIA). This guide will help you prepare and submit your job application with the RIA and includes information about our recruitment and selection process.

Please read the following information to give you the best chance of success with your Rottnest Island Authority Job Application.

### Rottnest Island Authority

Rottnest Island is an A-Class Reserve governed by the Rottnest Island Authority Act, 1987 which establishes the Rottnest Island Authority as a statutory body to control and manage the Island, reporting to the Minister for Tourism.

#### *Vision for 2034*

Rottnest Island is an internationally recognised, sustainable, must-visit tourism destination

#### *Purpose – Mission*

Grow visitor numbers and yield by providing best-in-class tourism products, experiences and service while enhancing Rottnest Island's unique heritage and environment.

To find out more about us, please visit our website at [www.ria.wa.gov.au](http://www.ria.wa.gov.au)

### Eligibility

Prior to commencing your application please ensure you meet the following requirements:

- To be eligible for permanent appointment to the public sector, you are required to be an Australian citizen or have permanent resident status in Australia. To be eligible for a fixed term appointment within the public sector you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.
- Public sector employees who have accepted a voluntary severance package are not eligible for another appointment for the duration of the severance.
- Please note that it is a requirement that successful applicants provide a current Police clearance.

### Enjoy being part of the Rottnest Island Authority team

Working with us will reward you with the variety, interest and career opportunities you are seeking. In addition to the benefits of a fulfilling career, we offer:

- **Flexible leave entitlements** including long service leave, the option to purchase additional leave per year or take up our deferred salary scheme, in addition to the 4 weeks annual leave per year (pro rata).
- **Work life balance options** including flexible working hours, part-time and job-share arrangement and paid parental leave. RIA employees also have access to the Employee Assistance Program which provides counselling and support services at no charge.
- **Commitment to learning and development.** The RIA encourages learning and development through training, internal expression of interests, specific training as required and study leave for approved courses.
- **Salary benefits** including 9.5% superannuation on top of the stated salary, salary packing options and allowances for commuting and stayovers.

- Access to the **Wellbeing Program** including skin checks, discounted gym memberships and private health insurance and an active **Social Club**.
- An attractive **Employee Benefits Program** for all RIA employees (waiting periods apply).

## The Selection Process

The Rottneest Island Authority's recruitment and selection processes are open, competitive and free from bias, discrimination, nepotism and patronage.

Please read the information in this guide and the job advertisement carefully to ensure that your application demonstrates your ability to meet the job specific requirements for the position you are applying for. The job specific requirements are the skills, knowledge, values, experience and/or qualifications that are necessary for, or would greatly assist in successfully performing the duties of the role.

### Read the Job Description Form

Please take the time to read the Job Description Form. This document outlines the key responsibilities and skills required against which your application will be assessed. Once employed with the RIA the job description form will also be used as the basis of assessing your performance and developing your skills.

### Preparing your application

If you believe your skills and abilities match those that are required for the role, you will then need to prepare a formal application. Those applicants who demonstrate in their application that they meet the essential job specific requirements may be shortlisted for an interview.

#### *Your Curriculum Vitae*

Your Curriculum Vitae (CV or Resume) should include:

- Your personal details including a contact telephone number(s)
- Your email address to speed up the communication and response times
- A concise description of your relevant work experience and the dates of your employment
- Your education and training achievements, including membership of any professional bodies and/or licensing authorities
- Contact details of your referees

#### *Response to the Job Specific Requirements*

To demonstrate your suitability against the skills required, it is advised that you provide a brief response to each question/criteria listed in the job description. Your application needs to include examples of your skills, achievements and experience. You need to provide examples of where and how you put the relevant skills into practice.

One way to ensure you demonstrate your ability to perform the role and use specific examples is to use the STAR model when answering each criterion:

<b>Situation</b>	Provide a brief outline of the situation or setting
<b>Task</b>	Outline what you did
<b>Approach or Action</b>	Outline how you did it
<b>Result</b>	Describe the outcome



## Lodging your application

Applicants are to apply online via the WA Government Jobs Board at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). It is advised that you create an online account through the WA Government Jobs Board to ensure that you can later return to your application in order to make changes if necessary.

To enable the successful submission of your online application please ensure that attachments are a maximum of 2MB and are in Microsoft Word or Adobe PDF format. Do not attach ZIP files.

Please note that the closing time and date is stated on the advertisement. Please ensure you allow enough time to apply as *late applications will not be accepted.*

If you would like to find out more about the vacant position you should contact the person whose name is included in the advertisement.

If you are having difficulty applying please contact (08) 9432 9305.

## The selection process

The selection panel will consider each application and shortlist against the job specific requirements. Competitive applicants will be invited to attend an interview for further assessment. Applicants will usually be advised of the anticipated timeline for the process. If you are successful in the shortlisting phase, you will be contacted and usually will be given at least three days' notice before your interview. If you are not shortlisted for an interview, you will be notified after the recommended person is endorsed.

If you are shortlisted for an interview, please advise if you have any concerns, questions or special needs.

During interview, you may be asked to complete other work-related tasks such as a presentation or a problem solving exercise. You will be given time to prepare for such an exercise and it will be related to the requirements of the position.

### *Tips for the interview:*

- Re-read your application and the job description beforehand.
- Do not assume that any of the panel members know about your suitability for the job.
- Take time to answer each question. The panel will appreciate a well thought out answer presented clearly and concisely.
- Where possible, relate your answer to direct experiences you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. If you do not have any questions do not hesitate to say so.
- Panel members will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision. Do not feel put off by this or feel that you need to keep talking. The panel will ask for more information if required.
- Feel free to ask any questions about the position or the RIA.

Referee checks may occur as part of the short listing process, but are used more frequently following interviews. You should contact your referees before providing their names to ensure they are aware that they might receive a call for your reference check.

### **Withdrawing your application**

If at any stage of the process you wish to withdraw your application from being considered, please contact the vacancy contact person named in the job advertisement.

### **Reaching a decision**

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

### **Advising Applicants**

It is anticipated that you will be notified about the outcome of the selection process within eight to ten weeks of the closing date. If there is an unanticipated delay, you will be advised accordingly.

You will be advised of the result of your application in writing, via email. If you have been unsuccessful, you will be provided with information about who to contact for feedback on your application. If at any time you feel that your application has not been dealt with fairly, you are encouraged to discuss your concerns with the Panel Chair.

Regulation 7 of the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005* allows you to lodge a Breach of Standard claim if you consider the Employment Standard have been breached and you have been adversely affected by the breach. You will be provided with information on how to do so at the end of the process.

It is important to note that the Regulations do not provide for a review to be undertaken on the basis that you consider yourself more competitive than the recommended applicant.

The successful applicant would be notified and would be informed of the further process of appointment.

If you have any queries about the RIA's recruitment process please contact the Human Resource team on 08 9432 9305.

**Thank you for your application.**