



GRADUATE APPLICANT INFORMATION

ABOUT THE DEPARTMENT

The Department of Jobs, Tourism, Science and Innovation (JTISI), was established on 1 July 2017 as part of the Western Australian Government's Machinery of Government changes that led to the amalgamation of several leading Departments. This new department is Western Australia's leading agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia.

JTISI has been involved in a joint-agency graduate program for several years, with many of our graduates using the program as a platform to launch highly successful careers.



JTISI is staffed by technical experts in economics, law, resources, governance, policy, environment, heritage, project management, investment attraction and many other fields that contribute to developing economic supports for the future of the Western Australian economy.

Staff can:

- negotiate and guide [agreements](#) made between the government and major project (mainly resource) proponents
- coordinate government processes for major projects that [qualify for assistance](#)
- advise government internally on [economic policy](#)
- [project manage approvals](#) in land tenure, native title and heritage, environment and planning for major government infrastructure initiatives.

The Department of Jobs, Tourism, Science and Innovation comprises the [Western Australian Tourism Commission](#) and the following five operational divisions:

- Policy, Planning and Science; which provides strategic policy advice on State development issues, develops the State's science and innovation capabilities, and develops industrial land
- Resources Development and Defence; which leads and assists the development and expansion of Western Australia's resources and industry sectors, improves local industry capability and participation, and promotes Western Australia's defence sector
- International Education, Trade and Investment; which promotes export market development and manages the State Government's network of international trade and investment offices



- Corporate Services – provides efficient and appropriate corporate services to management and staff across the department.
- Legal and Commercial Strategy – provides and coordinates specialist legal advice across the department.

ABOUT OUR GRADUATE PROGRAM

Our exciting and unique graduate program is a collaborative venture with the Department of Mines, Industry Regulation and Safety.

Using three-month rotations and structured training, our graduate program is designed to provide exposure to each department's diverse operations, while also creating opportunities to develop valuable skills and experience.

Our graduate program aims to advance graduates' careers in an exciting, supportive and diverse environment, while also adding value to departmental operations and developing future management and leadership capability.

GRADUATE PROGRAM FAST FACTS:

- Structured 18 month program
- Starting salary of \$67,896 per annum + superannuation
- Flexible working hours
- Perth based locations
- Permanent position at conclusion of program
- Three month rotations tailored to build your professional expertise
- Rotational opportunities in your home agency and other government agencies
- Targeted training opportunities
- Opportunity to expand your networks with skilled and diverse professionals

ELIGIBILITY FOR THE GRADUATE PROGRAM

To be eligible for the graduate program you need to:

- be an Australian citizen or permanent resident.
- be completing your first degree qualification in the current year or have completed it in the preceding calendar year.

As part of the agencies Workforce and Diversity Plan the graduate program is a youth, Aboriginal and Torres Strait Islander, and people with a disability targeted employment initiative.

For that reason graduates' 25 years of age or younger, and/or of Aboriginal and Torres Strait Islander descent, and people with a disability are strongly encouraged to apply.

THE GRADUATE PROGRAM EXPERIENCE

Graduates successful for the program will commence employment on a fixed term contract at the department with whom they have secured a position – it's up to you to decide which department to apply to and make your home base as you embark on your public sector career.

Intake for the graduate program commences mid-January each year, and involves six (6) placements with the initial (3) months starting at your home department. From the outset of the program you will be allocated a graduate sponsor who will support you throughout the 18 month program.

During the first few weeks of the program you will participate in an orientation day and undertake various inductions. Over the next three (3) months you can also expect to get started with work projects and training programs, including the Public Sector Graduate Future Leaders Program.



Upon completion of your first three (3) months, you will then proceed on approximately five (5) further rotations of three (3) month durations – these rotations can be undertaken within other areas of your home department; with other participating graduate program agencies; or with other government agencies not directly involved in the graduate program.

Throughout the program your graduate cohort will be supported by the Graduate Program Coordinator, who will work with you and your fellow graduates to plan and facilitate a suitable rotational program.

Over the 18 month program you will also have access to:

Training

A comprehensive training program delivered by various providers, which includes but is not limited to:

- Writing skills in Government
- Inside Government: the Legislative Framework
- Budget process, cycle and preparation
- How to prepare a business case
- Project management fundamentals

Support

Along with your sponsor and line manager at each rotation, later on in the program you will be matched with a mentor. The mentor is an additional form of support and provides motivation and information to further enhance your career aspirations and goals.

Networking

Graduates are encouraged to develop and maintain their own networks as well as communicate with each other during the program. This includes group meetings and attending monthly information sessions.

Following successful completion of the first 12 months of the graduate program, provision will be made to convert graduates to a permanent position.

The 18 month graduate program concludes in June the year following commencement, at which point a there will be a ceremony to celebrate completion of the program.

THE APPLICATION PROCESS

Submission of applications for our graduate program is open throughout the month of August each year.

Each department is looking for graduates with different qualifications so will conduct its own recruitment process – it is up to you to be aware of the individual requirements for each position and do your research on the department you want to make your home.

Advertising for our graduate program is accessible at:

The Department of Jobs, Tourism, Science and Innovation website – www.jtsi.wa.gov.au

The Department of Mines, Industry Regulation website – www.dmirs.wa.gov.au

The Western Australian Job Board – www.jobs.wa.gov.au

Seek website – www.seek.com.au

Various university websites and career hubs



If you have any questions about the graduate program contact the person nominated in the advertisement for further information.

Your application and CV (resume)

To apply for the graduate program you are required to submit the following:

- A copy of your academic record and evidence of your bachelor degree in one of the following disciplines: Economics, finance, law, science, political science/politics, international relations, urban/regional planning, communications/media studies, or an approved equivalent degree (completed in the current or preceding calendar year).
- Your CV including the names and contact details of two referees
- A cover letter (maximum three pages) which outlines the following:
 - Why you are interested in working at the Department of Jobs, Tourism, Science and Innovation, and how it fits with your career aspirations; and
 - A description (maximum of three pages), of your role in a project (university assignment is ok), that you have undertaken or participated in that demonstrated your research and communication skills.

Your suitability for interview will be assessed from the information provided in your written application. To be considered for a position you must provide everything that is requested above.

Lodging your application

Our preference is for all applications to be submitted online. Online applicants will receive an automated email confirming receipt of their application.

If you are unable to apply online you may send your application by post or personal delivery to:

Manager Human Resources
Department of Jobs, Tourism, Science and Innovation
1 Adelaide Terrace
EAST PERTH WA 6004

Please mark the envelope "Confidential Advertised Vacancy".

Applications must be received by the closing time and date specified in the advertisement. We are not able to accept late applications.

It is the responsibility of applicants to ensure their application has been received on time and lodged correctly with all attachments.

THE RECRUITMENT & SELECTION PROCESS

Shortlisting

Applications will only be assessed after the advertised closing date, usually early September. The selection panel will review each application using the information provided in the cover letter, CV, academic record and the one (1) page project description.

While the selection panel will make every attempt to complete shortlisting in a timely manner, depending on the number of applications received shortlisting can take anywhere from a week to a month.

For an update on the progress of shortlisting you may telephone the nominated contact person in the job advertisement.



Interviews

Applicants selected for interview will be contacted by telephone or email and notified of their interview date and time, so please ensure your contact details are up-to-date.

During the formal interview you will be asked a number of questions that relate to the selection criteria (job requirements and job competencies). You may be asked to participate in a scenario as part of the selection process but you will be given advance notice for this type of assessment.

At interview you will be afforded the opportunity to ask your own questions about the graduate program—we often have a former/current graduate program participant on the selection panel who can give you first-hand experience of the program.

We normally conduct two rounds of interviews which usually occur from mid-to-late September through October.

Referee checks

Following interviews referee reports will be obtained for the most competitive applicants. It is standard practice for two referee reports to be obtained for each competitive applicant.

While the selection panel aims to complete referee reports promptly, delays may be experienced where referees are unavailable or unable to be contacted. It is important that you provide referees who are available and able to comment on your suitability to undertake the advertised position.

This process is usually concluded late-October to early November.

Notification of outcome

Following the selection panel's decision for appointment to the advertised position, ALL applicants will receive email notification of the outcome. The notification will offer and encourage you to seek feedback on your application and/or interview performance from the contact person nominated in the notification letter.

The notification triggers the four (4) day breach of standard review period, which allows you to seek relief if you believe the decision made has breached the Employment Standard and you have been adversely affected by the breach.

The applicant recommended for appointment will receive a letter confirming their recommendation for appointment subject to the four (4) day breach of standard review. Only at the conclusion of the breach period will the recommended applicant be offered a contract of employment.



4 Day Breach of Standard/Review Period

The Public Sector Standards in Human Resource Management (the Standards) sets out the minimum standards required of all Western Australian Public Sector bodies and employees.

The Employment Standard applies when filling a vacancy by way of recruitment, selection, appointment, secondment, transfer and temporary deployment (acting) in the Western Australian public sector.

The Employment Standard requires four principles to be complied with when filling a vacancy.

Merit principle

The Western Australia public sector makes employment decisions based on merit. Merit 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 and 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.

Further information about the breach of standard claim process and how an aggrieved applicant can lodge a claim is available on the Public Sector Commission website at:

<http://www.publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/public-sector-standards-human-resource-management/breach-standard-claims>

If at any time you feel your application is not being dealt with fairly, you are encouraged to discuss your concerns with the chairperson or job advertisement contact person.

For further advice on lodging a breach of standard claim please contact the Manager Human Resources on (08) 9222 0571.