



GUIDELINES FOR APPLYING FOR A VACANCY AT THE OFFICE OF ENERGY

Thank you for your interest in obtaining employment with the Office of Energy. These guidelines are designed to assist you prepare your application for the advertised vacancy.

HOW TO APPLY

Whether you are short listed for interview depends on the content of your written statements and resume. To be eligible for shortlisting, you must:

1. Complete the attached 'Application Form' and attach all supporting documentation.
2. Provide a **written statement**, which shows that you meet the 4 requested Selection Criteria and a **detailed resume** in support of your claims.

As a minimum requirement to be eligible for shortlisting, applicants must address and meet all essential criteria. If there are a number of suitable applicants, the desirable criteria may also be used as the basis to shortlist further.. Further information and hints on completing the Application Form; written statement and resume are detailed below.

3. Include your current resume, which supports your claims against the selection criteria and provides your employment history.
4. Staple all the above information at the top left-hand corner with the 'Application Form' being the top document. Do not submit your application in any form of binding. Post, deliver or email your application to us prior to 4:00pm on the closing date for the application.
5. If posting or delivering your application, please ensure you include **an original and two copies** of the application form and all attachments.

ADDRESS YOUR APPLICATION TO:

- **Post:** Price Consulting Group – **CONFIDENTIAL OOE Graduate Program**
PO Box 7798, Cloisters Square, WA 6850
- **Deliver in person:** Level 3, 267 St. George's Terrace, PERTH
- **E-mail:** naomi@priceconsulting.com.au

It is your responsibility to ensure we receive your application in time.

FORMAT

Before adding any special attachments, consider carefully whether they add value to your application and assist in demonstrating your ability to meet the selection criteria. Aim for conciseness. Please have your application typed, unless your handwriting is very neat.

APPLICATION FORM

Please complete the attached application form. Full particulars, as requested in the form, are to be provided. Nominate two referees in your application form. It is desirable that one of these should be your current Supervisor or Manager, and that the other referee can provide information on your work performance.



WRITTEN STATEMENT ADDRESSING THE SELECTION CRITERIA

This is the most important part of your application.

Your application is the first step towards securing an interview and therefore should include a summary of your most relevant experience and skills including examples if possible. Remember you are competing against all other applicants.

Indicate how you fulfil the selection criteria:

1. Sound research skills
2. Ability to work as a member of a team
3. Demonstrated initiative and flexibility
4. Good conceptual and analytical skills

It is also essential that the information you provide is clear, concise and, **most importantly**, relevant so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary qualifications, experience, knowledge, skills and attributes to successfully carry out the duties of the position.

RESUME

A detailed resume must be included with your application. Information specifically relevant to the position advertised, selection criteria and your employment history should be included.

CLOSING DATE

Vacancies are advertised for a specific period and close at **4:00pm on the closing date referred to in the advertisement**. Often applications can arrive late due to being mailed only 1-2 days prior to the closing date. If you are unsure as to whether the application will arrive in time, deliver it by hand or prepare your application and mail it well ahead of time.

NO LATE APPLICATIONS OR PROFORMAS ARE ABLE TO BE ACCEPTED

WHEN WILL YOU HEAR FROM US?

If you are successful in gaining an interview, you will be contacted to arrange an interview time. Once a candidate has been selected, you will be notified in writing of the outcome, and offered the right to lodge a formal application for review if you believe the Recruitment, Selection and Appointment Standard has been breached.

THE INTERVIEW PROCESS

The job interview is an important part of the selection process. Questions at the interview will be related to the selection criteria. In some circumstances, the panel may not be able to test the whole of the selection criteria through consideration of written applications, resume and interview. You may, therefore, be assessed in other ways. For example, you may be given a written test or be asked to provide a practical demonstration. The panel may also wish to consider referee reports when assessing your claims against the selection criteria.

Selection decisions will be made on the basis of merit, in accordance with the Public Sector Standards in Human Resource Management and legislative requirements.



OUR PURPOSE

The Office of Energy was established on 1 January 1995 under Section 35 of the *Public Sector Management Act 1994*. The establishment of the Office of Energy coincided with the splitting of the State Energy Commission of Western Australia (SECWA) into two corporatised state-owned energy businesses - Western Power and AlintaGas.

The Office of Energy is a change agent that leads the development and implementation of policy to meet the State's energy needs. It is committed to driving change in a way that achieves improved economic, social and environmental outcomes for Western Australia.

The Office provides a range of services on energy matters to the Minister for Energy, Government, the energy sector and the West Australian community. It:

- plans and develops energy policies and strategies for Western Australia;
- implements changes in Western Australian energy policy;
- monitors and evaluates Government policies;
- contributes to the achievement of Government's wider policy outcomes;
- researches, analyses and advises on energy sector developments, trends and issues;
- consults and communicates with industry, consumers and other stakeholders;
- provides information and education materials for industry and consumers; and
- develops and administers grants and incentives for the community and industry.

The Coordinator of Energy advises the Minister on all aspects of energy policy including:

- the energy needs of the State;
- the introduction and encouragement of competition;
- promotion and achievement of open access to transmission and distribution systems, which is an important element in facilitating competition;
- energy policy as a means of helping to achieve other policy objectives of Government;
- ways of achieving greater efficiency in the use of energy; and
- energy sources and methods of use, including renewable energy.

The Coordinator of Energy also sponsors and coordinates energy research development and demonstration, promotes the development of commercial applications of renewable energy and provides support in the resolution of energy related disputes.

If you would like further information about the Office of Energy, please visit our website on www.energy.wa.gov.au



STRUCTURE OF THE OFFICE OF ENERGY

The structure of the Office of Energy recognises its role in policy matters and coordination, the need to encourage competition and the value of appropriately used renewable energy and energy efficiency techniques.

The Office of Energy comprises three divisions, together with the Sustainable Energy Development Office.

