

Information for Applicants



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Our Story

Western Australian Treasury Corporation (WATC) is the State's central financial services provider. We care about the financial health of WA's public sector agencies and work with them to provide access to a comprehensive range of corporate finance, debt and investment, financial markets, risk management, and foreign exchange products and advisory services. Our work has enabled the financing of significant projects such as Optus Stadium, Shire of Broome Town Beach Redevelopment, and new helicopters for WA Police.

Since our inception in 1986 we have grown our client base to over 165 public sector clients, with total client debt growing to approximately \$50 billion.

Our core functions include to:

- borrow funds and lend those funds to clients (public sector agencies) through a range of debt funding structures;
- provide financial risk management services to clients;
- invest the State's and clients' cash surpluses; and
- provide advice to clients and the State.

Working at WATC

Our **vision** is to be recognised as the best at providing financial solutions for the benefit of the Western Australian public sector.

In fulfilling our role as the central financial services provider for the State and our vision, our core **objectives** are to:

- provide high quality, cost-effective products and services to the Western Australian public sector;
- maintain ready access to domestic and international capital markets to ensure funds are raised to finance client borrowing needs in a cost-effective manner; and to
- optimise the performance of WATC in accordance with the WATC Act and the risk appetite of WATC's Board.

Our **values** shape our behaviours and define how we relate to each other, our clients and our community:

Integrity – We are open, honest and accountable; we adhere to the highest professional and ethical standards. We honour our promises.

Partnership – We work collaboratively with our stakeholders and colleagues towards achieving successful outcomes.

Adaptability – We challenge ourselves to think creatively and to continuously improve.

Achievement – We are engaged and focused on delivering valued outcomes for WA.

Leadership – We use our knowledge and experience to contribute to the long term benefit of WA.

Benefits

We offer a wide range of attractive benefits to support individual needs.

Work Life Balance

We understand that you have family and other personal commitments outside of work and we encourage a healthy work life balance through:

- ability to work from home up to two days per week;
- flexible start and finish times;
- rostered days off;
- part time hours;
- access to purchase additional leave; and
- ability to swap public holidays for days off that suit your needs.

Health and Wellbeing

We want to enable you to live well, both at work and at home. Our health and wellness benefits include:

- 12.5 personal leave days per year;
- 2 wellbeing days annually
- 13 weeks' long service leave after 10 years' continuous service;
- 12 weeks paid primary parental leave and 6 weeks paid secondary parental leave, in addition to the Government Paid Parental Leave Scheme;
- free fruit delivered to the office twice a week;
- free access to a gym in the building;
- free access to group fitness classes in the building;
- discounted health insurance;
- free annual health checks, skin cancer checks and flu vaccinations; and
- mental health support through our Employee Assistance Program.

Learning and Development

We are committed to your ongoing learning and development. Our support includes:

- 100% financial support for relevant tertiary education (conditions apply);
- AFMA accreditation;
- support for professional association membership;
- paid and unpaid study leave;
- acting opportunities; and
- professional and career development opportunities.

Newly Refurbished Offices

Our offices, based in the centre of Perth's CBD, were fully renovated in 2020 and boast state of the art facilities with luxury end of trip facilities.

Our Recruitment Process

We partner with Beilby Downing Teal to meet our recruitment needs. Beilby Downing Teal facilitate and coordinate our recruitment processes and are your primary contact for information about application. If you have any queries about the position you are interested in and our recruitment process, please contact **Denise Wetherall**, National General Manager on 0408 000 109, or email dwetherall@beilbydt.com.au.

We want you to understand the technical expertise and organisational fit we are looking for, but we are also cognisant of ensuring a new role is the right fit for you. We consider recruitment to be one of the most important activities we undertake and we acknowledge it is a very important decision for you as well. As such, our process may include activities that you are not familiar with, including behavioural preferences and cognitive surveys, technical skills activities, and digital interviews.

Recruitment Steps

Our current vacancies can be found on our website, www.watc.wa.gov.au as well as Beilby Downing Teal's website www.beilbydt.com.au.

Unless specifically stated, you must have **unrestricted Australian working rights** to be eligible to work at WATC.

You will be updated along the way during the recruitment process. A process can take between four and six weeks from the time you submit your application, so we ask for your patience.

Your Application

To apply for a position at WATC, you will need to submit a current resume with a covering letter to Beilby Downing Teal on their website www.beilbydt.com.au. This involves registering your information with Beilby Downing Teal, uploading your resume and cover letter and quoting the reference number. You will receive an email acknowledging receipt of your application.

Application Review – First Screening

Your application will be forwarded to the hiring team from Beilby Downing Teal and considered as soon as possible after it has been submitted. The skills and experience you describe in your application will be compared with the selection criteria to determine if your application will be progressed to the next stage. If your application is progressed, Beilby Downing Teal will contact you to clarify your salary expectations and ensure they are aligned with the classification of the role. If your application is not progressed to the next stage, you will be notified by email.

Second Stage Activities

If your application is progressed to the second stage, you might be asked to complete behavioural and cognitive surveys, undertake a technical skills activity and complete a digital interview. The information you provide through these tools will further inform the hiring team about what sort of role would suit you and how well your skills and experiences match the selection criteria. It is also another chance for you to showcase the skills and experience you have that relate to the role you have applied for.

Behavioural and Cognitive Surveys

We use a tool called Predictive Index for our behavioural and cognitive surveys. You will receive two emails, one for the behavioural survey and a separate email for the cognitive survey. The behavioural

survey takes about 15 minutes to complete, but you have as much time as you need. The cognitive survey is a timed survey, taking 12 minutes, and it cannot be paused once it is started. It is important that you are in a quiet space where you won't be interrupted when you complete the cognitive survey.

Digital Interviews

Our digital interviews typically consist of three to five questions, and you will usually have two to three minutes to respond to each question. You will be sent a link to the digital interview platform by email and be given instructions on how to record your responses. You will have time to prepare a response to each question before you record your response, and you will also have an opportunity to re-record your response if you wish. Before you complete the digital interview, ensure you have a good internet connection and use Google Chrome as the internet browser.

Interviews

If your application is progressed further, you will be invited to an interview with the hiring team. At the interview you will be asked to provide examples that demonstrate your relevant skills and experience. We will also explore what you are looking for in an employer and how you like to work. Finally, it is an opportunity for you to decide if WATC and the role you have applied for is right for you.

Reference Checks

If your application is progressed to the next stage, you will be asked to provide the contact details of two referees. Your referees will be asked questions that confirm the information you have provided throughout the recruitment process.

Your Employment Offer

Upon obtaining two satisfactory reference reports, the hiring team will contact you to make an employment offer. The verbal offer will be subject to you obtaining a satisfactory National Police Clearance. It will also include details of your remuneration package and might include a discussion about a recommended start date.

If you're happy to accept the verbal offer, you will then be emailed an Offer of Employment letter and a draft Employment Contract. To accept you will need to respond by return email and confirm your start date.

Application Tips

Writing Your Application

Your application is our first introduction to who you are and is a key decision point in the recruitment process. The first stage of the recruitment process is based on the information you provide in your application, so it is important it is up to date and relevant. Read the advertisement and position description carefully before preparing your application. When preparing your application make it clear how your skills and experience relate to the advertised position and also how WATC's values align with your own personal values. We also recommend you ask someone to proofread your application prior to submitting it.

Your Covering Letter

The covering letter is usually the first document our hiring team will read. Your covering letter should clearly state the position you are applying for and briefly outline why you are interested in the role and your suitability for the role.

Your covering letter should look professional, use positive language, contain no spelling or grammar errors and be tailored to the role. If possible, keep the covering letter to a single page.

Your Resume

Your resume must be current, concise and outline your qualifications, skills and work history. Your resume should include:

- your name and contact details – address, phone number and email address;
- employment history, clearly stating position title, duration of employment and main responsibilities, listing the most recent position first; and
- education/qualifications, including dates, name of course or qualification and name of institution.

Digital Interview

Completing a digital interview may be new for you, or you may have experience with different types of digital interview. Read the instructions carefully before you begin so that you understand how the digital interview will work. Remember to check that you have a good internet connection and that you are using Google Chrome as your internet browser. We recommend that you treat the digital interview as you would a face-to-face interview, so dress accordingly and be cognisant of what is in the background of your video. When preparing your responses we recommend that you consider how they relate to the requirements of the role.

Your Interview

Before the interview review the advertisement and position. Think of examples you can provide to demonstrate the skills and experience you have that relate to the requirements of the role. Think about the things you do well and remember to talk about the role in the examples you present. You can also prepare for your interview by visiting WATC's website and reading about us. Finally, it is also important to think about what you are looking for from your employer and what conditions enable you to work at your best.

Make sure you get to the interview on time. Look up where you are going and how long it will take you to get there, making allowances for traffic congestion. You will be asked to check into our electronic reception kiosk and don't forget to check in to the Safe WA/ Services WA app at the building entrance. During the interview, don't be afraid to ask a clarifying question, or for a question to be repeated. The interview is not designed to be a test, rather it is an opportunity for us to learn more about each other. Relate your responses to the requirements of the role as much as possible. Be open and honest. Please feel free to ask us questions that will help you decide if WATC is the right place for you.

If you have any questions about the information contained in this document, please contact **Denise Wetherall**, on **0408 000 109**, or at dwetherall@beilbydt.com.au.

Thank you for your interest in WATC and good luck with your application.

Job Description

Marketing and Communications Officer

Business Unit:	Marketing and Communications
Applicable Award:	Banking, Finance and Insurance Award 2020
Award Classification:	A.3
Reports to:	Head of Marketing and Communications
Direct reports:	N/A
Permanent / Fixed Term:	Permanent
FTE:	1.00
Date last reviewed:	July 2024

WATC's Purpose

To provide financial solutions for the benefit of the Western Australian public sector.

WATC's Strategic Objectives

- Provide high quality, cost-effective products, and services to the WA public sector.
 - Maintain access to domestic and international capital markets to ensure funds are raised to finance client borrowing needs in a timely and cost-effective manner.
 - Ensure the efficient, sustainable performance of WATC in accordance with the risk appetite of the WATC's Board.
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Position Objective

To support the delivery of the WATC marketing and communication activities and initiatives, to internal and external stakeholders in line with agreed stakeholder marketing and communication plans.

Position Outcomes / Outputs

Supporting the Marketing and Communications team with:

- Delivery of WATC marketing and communication activities and initiatives.
- Creation of engaging and effective content for internal and external audiences across print and digital channels.
- Timely publication of WATC reports, publications and presentations.
- Provision of editorial support and quality assurance to WATC staff on internal and external communications.
- Successful delivery of program of corporate events and presentations.
- Ongoing maintenance and development of content across marketing and communication channels.

Key Activities

Publications

- Provide support for the production of WATC publications including developing content, editing, design and layout in collaboration with stakeholders and contributors.

Communications

- Provide communications support to assist in the delivery of the WATC communications plans, activities, strategic initiatives and projects.
- Write, edit and assist in the production of engaging content for internal and external communications.
- Provide editorial support and quality assurance to WATC staff on internal and external communications.
- Assist monitor, evaluate and report on communication activities and initiatives.
- Support the distribution of WATC communications to internal and external stakeholders.
- Support the processing and management of stakeholders and subscriptions to WATC publications.

Marketing

- Provide marketing support to assist in the delivery of WATC marketing plans, activities, strategic initiatives and projects.
- Assist create and develop quality marketing, advertising and promotional material consistent with business requirements.

Event Management

- Support the implementation and delivery of a calendar of events, to engage internal and external stakeholders and promote WATC.

Channel Management

- Assist create, maintain and develop content across all channels.
- Assist in development and testing of channels in consultation with technical support providers.
- Assist monitor, evaluate and report the effectiveness of channels.

Governance

- Assist promote awareness of and compliance with WATC media relations policy, visual, editorial and communication guides.

General

- Contribute to a culture of collaboration and teamwork across the Marketing and Communications business unit and WATC more broadly.
- Other activities as assigned.

All Employees will be expected to engage in ongoing education activities relating to professional development and contemporary work practices. Employees are also required to understand the organisation's risk appetite and comply with policies and guidelines.

Technical and Behavioural Capabilities

- Well developed spoken and written communication skills.
- Foundational planning and project management skills.
- Foundational research and analysis skills.
- Well developed people and relationship management skills.
- Well developed organisational skills.
- Well developed knowledge of general purpose software tools (e.g. Microsoft Outlook, Word, Excel, SharePoint and Dynamics), video editing, email marketing, desktop publishing/design tools (including Adobe suite of products), stakeholder management, and content management systems.
- Foundational design and creative skills.
- Foundational knowledge of contemporary marketing and communications principles and practices.
- Foundational internal and external channel management skills.
- Foundational event management skills.
- Foundational skills in copy writing, editing and preparing visual content.
- Foundational skills in creating and producing publications.
- An understanding of financial markets and financial concepts.

Values Based Capabilities

Integrity:	Leading Self
Partnership:	Leading Self
Achievement:	Leading Self
Adaptability:	Leading Self
Leadership:	Leading Self
