



Application information pack

2026

To request this document in an alternative format such as Braille, call us on 6551 7777 or email peopleandculture@gesb.wa.gov.au

Acknowledgement of Country

GESB acknowledges the Traditional Owners of the land on which we stand. We pay our respects to Elders past and present.

Through the waters we wade, the air we breathe, the lands on which we live and travel, we honour the presence of these ancestors. It's because of their strength and resilience that we continue to stay strong and connected to their culture.

Today we stand proud and continue to walk in the footsteps of their ancestors, the Whadjuk people of the Noongar Nation.



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Who we are

GESB is a WA Government statutory authority that provides superannuation schemes for current and former public sector employees. With over 85 years' experience, around 250,000 members and over \$48 billion in funds under management (as at 30 June 2026), we are the largest super provider based in WA.

As a statutory authority, and as part of our role as a public sector fund, we also provide information, assistance and policy advice to the Treasurer on super related matters.

Our reason for being is to help our members achieve a quality retirement – and this is something we take seriously. We incorporate our values into everything we do and recognise that unique perspectives, ideas and contributions help strengthen and build out team, which ultimately benefits our members.

GESB is a super choice for your future

You build your super over a lifetime and you need a fund you can rely on to be with you for the journey. At GESB, our purpose is to help our members achieve a quality retirement, so you can rest assured we will look after your super - and your future - with excellence.

Our purpose

To help members achieve a quality retirement

Our vision

To be the fund of choice for current and former WA public sector employees

Our mission

To help members achieve a quality retirement by responsibly managing their retirement savings, achieving long-term investment objectives and offering relevant support so they can make informed decisions



GESB SUPER
RETIREMENT INCOME
ALLOCATED PENSION



GESB SUPER



GESB is more than
just a job - it's a great
place to work



Why GESB?

When you join GESB, you become part of a tight-knit team that values varied experiences and perspectives, and celebrates our differences.

As a member of our team, you will benefit from:

- True work/life balance with flexible work arrangements, work from home options, and generous leave allowances including purchased leave and long service leave after seven years of service
- Professional learning and development, including study assistance and leave, on the job and formal training, and leadership development programs
- Opportunity to develop your leadership capability using [Leadership Expectations](#), including tools for reflection and assessment, performance conversations, learning and development, supporting you to achieve mastery for each leadership context and progression to the next
- Generous salary sacrifice provisions
- A health and wellbeing program, including annual flu vaccinations, skin checks, HBF health fund membership discount, fun run reimbursement, and prescription glasses rebate
- Access to the Employee Assistance Program (EAP), as well as free cover for your immediate family members
- Opportunity to be involved in observance calendar events including NAIDOC Week, RUOK? Day, Harmony Day, Pride Fest, International Day of Persons with Disability
- Staff functions throughout the year
- CBD location close to public transport, private parking options, and great coffee





Are you eligible to apply?

To work at GESB, you will need to provide evidence of your right to work in Australia.

We are inclusive, diverse and accessible

At GESB, we are proud of our inclusive and diverse work environment and encourage people of all abilities to apply.

We are happy to make adjustments to assist you when applying, attending an interview, or working at GESB. If you need assistance with any part of the application or recruitment process, please contact our People and Culture team on 08 6551 7777 or peopleandculture@gesb.wa.gov.au.



The recruitment process



The recruitment process

All recruitment at GESB is subject to the Public Sector Standards in Human Resources Management and the Public Sector Commissioner's Instructions. A member of our People and Culture team will coordinate the selection process and will conduct a check to ensure the relevant compliance requirements have been met.

We seek to attract people of high calibre who will make a significant contribution to GESB and our members. To achieve this, we use thorough selection methods based on the principles of merit-based selection in open competition.

The selection process ensures:

- The candidates' skills, experience and knowledge are compatible with the requirements of the job and the outcomes sought by the public sector
- The process is open and transparent, free from bias, nepotism and discrimination, and will stand up under review





Step one: prepare your application

Read the information carefully

Make sure you read the job ad, position description (PD) and other information carefully to make sure the role is right for you. If you have any questions or want to learn more about the role or the team you will be working with, phone the contact person listed in the job ad.

Address the requirements

It is important that you clearly and succinctly demonstrate your suitability for the role, using your experience and achievements.

You will also need to consider the [leadership expectations](#) context for the position you are applying for and describe how you align with the expectations and mindset required of the role.

The information you provide in your application will be what the panel will be using to determine your suitability for an interview, and it is essential you provide a cover letter and a comprehensive CV.

Preparing your cover letter

It is essential to include a cover letter with your application.

Your cover letter is an opportunity to tell us about your experience relevant to the role and address the selection criteria and leadership expectations detailed in the job ad.

Your cover letter should be clearly written and be no more than two pages in length.

Make sure you carefully read your cover letter before submitting and ensure you have addressed all the essential criteria and that there are no spelling mistakes or errors.

Include a comprehensive CV

Your CV (or resume) should focus on information that is relevant to the job you are applying for, and include details of your work experience, skills, achievements, training and education.

Please provide the contact details of two current referees. We will let you know before contacting your referees, so you can give them notice that we will be calling.



Step one: prepare your application

Overseas qualification

If your qualification was not completed in an Australian institute, you may be required to obtain an Overseas Qualification assessment. This is currently a free online service and only available to Western Australian residents at: www.migration.wa.gov.au/services/over-seas-qualification-unit.

Submit your application

Applications must be submitted online following the instructions in the job advert.

Attach your cover letter, CV and any relevant documentation.

Make sure you give yourself enough time to complete and submit your application by the closing date and time, as late, emailed and proforma applications will not be accepted.

If you experience any technical difficulties, please contact our People and Culture team on 08 6551 7777.



Step two: the interview process

Selecting candidates for interview

After the closing the date, the panel will review the applications against the requirements and selection criteria outlined in the job ad. The most suitable applicants will be contacted and invited to attend an interview.

Preparing for your interview

Well done! You have made it through to the next stage of our recruitment process.

It's important to spend some time preparing for your interview. Being prepared will help you feel less nervous on the day, so we encourage you to:

- Review the position description and the [leadership expectations](#) context of the position and think about your experience and how it is relevant to this role
- Think about some examples that demonstrate your ability to meet the behaviours and requirements of the role
- Write down some relevant examples against the job requirements and selection criteria, and feel free to bring these notes to the interview with you
- Think about some questions you would like to ask us



Step two: the interview process

The selection panel:

You will be meeting with an interview panel typically made up of three people, but can sometimes include up to four, as well as a People and Culture representative. Their names and job titles will be included with the information we sent you about your interview.

The panel members will be taking notes during your interview, so please don't be put off by this.

On the day of the interview:

Take a deep breath – we know interviews can be daunting but try and stay calm and focused.

- It's a good idea to arrive 15 minutes early for your interview, so you have time to settle in and gather your thoughts. If you are running late, please contact the People and Culture member listed on the email we sent you with your interview details
- At the start of the interview, the People and Culture representative will introduce you to the panel and explain the structure of the interview, so you know what to expect
- You are welcome to bring your notes with you, and depending on the role, you may also like to bring some relevant examples of your work
- Listen carefully to the questions and answer each question clearly and concisely, using examples if you can
- Please don't hesitate to ask for clarification if you need it
- Don't assume the panel members know about your suitability for the role, even if you have worked with them before
- Ask the panel any questions you may have –remember that you are interviewing us as well, so this is your opportunity to make sure this is the perfect role and workplace for you



Step three: what happens next?

At the end of your interview, you will be given an approximate timeline for when you will hear the outcome of your application.

Outcome and feedback

The panel will review each of the candidates against the criteria and make their recommendation for the preferred candidate. We will then contact the candidate to let them know they have been recommended for the position.

Unsuccessful candidates will also be notified and will have the opportunity to seek feedback on their application.

Fair and equitable recruitment

GESB is committed to meeting the Commissioner's Instruction – [employment standard](#), which outlines the minimum standards of merit, equity and probity that must be met when filling a vacancy. There is a period of four business days during which you can lodge a [breach of standard claim](#).

If you believe there has been a breach of employment standard, please contact your People and Culture representative at GESB to discuss your concerns in the first instance. It is important to understand that disagreeing with the selection outcome on the basis of your competitiveness for the role is not grounds for submission of a breach standard claim.

After the breach period has closed

Once the breach period has closed, the successful applicant will be notified in writing if any breach claims were received. If no claims were received, you will be contacted with a formal offer of employment and to work out your starting date as the newest member of our team at GESB. Your People and Culture representative will also start the onboarding process, which will include a National Police Clearance check (at our expense), qualification checks, and confirmation of Australian citizenship or permanent residency status.



Thank you

Thank you for your interest in working at GESB. We wish you the very best of luck with your application and future career.

If you would like to be notified of any upcoming vacancies at GESB, you can register through the WA Government Jobs Board to receive job alerts.

Get in touch

If you have any questions about your recruitment process, or need any help submitting your application, please contact our People and Culture team at peopleandculture@gesb.wa.gov.au

Contact

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Issued by

Government Employees Superannuation Board
ABN 43 418 292 917