



Guide to Applying for Positions

This document is designed to assist you to apply for a position within the Department for Transport, Energy and Infrastructure (DTEI) by providing you with information about the recruitment and selection processes adopted within DTEI.

DTEI's approach has been designed to streamline the normal public service recruitment and selection processes and to encourage people to apply for positions in DTEI.

We encourage you to use this information in conjunction with other resources to assist you through the process of applying for a position.

Before you Start Your Application

Carefully read the position's Job and Person Specification. Feel free to speak with the contact officer about the position, and ask questions or request further relevant information.

An applicant for an ongoing position must be an Australian citizen or have permanent residency status. An applicant for a contract position must have a visa, which allows them to work in Australia for the period of the contract. Further information about eligibility to work in Australia and related matters may be found on the Department of Immigration and Multicultural and Indigenous Affairs website at <http://www.immi.gov.au>

Recruitment and Selection in DTEI

Selection and appointment procedures in the department are guided by the *Public Sector Management Act 1995* and guidelines of the South Australian (S.A.) Office for the Commissioner for Public Employment. The Government of South Australia is an equal opportunity employer.

All selection decisions and appointments are free from discrimination or favouritism. They are based on an assessment of the merit of applicants' educational/vocational qualifications, personal abilities/aptitudes/skills, knowledge and experience. Potential for development could also be considered.

Safety is a core value of the South Australian public sector (a copy of the Premier's Safety Commitment is attached), and DTEI is committed to providing a safe working environment.

The Position Description

The position is described in the **Job and Person Specification** document. The Job and Person Specification has two parts:

1. The **Job Specification** provides information about:
 - the location of the position within the department;
 - the position's functions;

- the reporting and working relationships;
 - any special conditions associated with the position;
 - the outcomes, duties and responsibilities expected to be achieved by the person performing the role.
2. The **Person Specification** provides:
- a list of the essential and desirable criteria a person needs to effectively undertake the responsibilities and duties of the position, such as qualifications, abilities, aptitudes and skills, experience and knowledge. For each criteria listed, both the skill or behaviour required is described as well as the level or extent to which the position occupant needs that skill to perform well in the position.

Some examples of the wording used to describe the levels or extent of the skill or behaviour that the position occupant needs are:

- 'knowledge of' means that you understand the requirement;
- 'demonstrated' means that you have actually performed the activity or used the skill in the past;
- 'thorough', 'sound' or 'high level' indicates that you have an advanced level of knowledge or skill.

Writing Your Application

It is the responsibility of a selection panel to recommend the applicant who best meets the requirements of the Person Specification in terms of the definition of MERIT contained in the *Public Sector Management Act 1995*.

Based on all the written applications received, the selection panel makes an initial assessment of all applicants' merit in relation to the essential, and any desirable, requirements of the job (as listed in the Person Specification), and decide whether the applicants warrant further consideration.

Therefore, to maximise your chances of being considered further, you must demonstrate in your application that:

- You meet all the essential requirements of the Person Specification, and
- You are capable of carrying out the duties of the position concerned.

Applications should contain:

1. A **cover letter** expressing your interest in a particular position.
2. A **Response to the Person Specification** (see below) – a written response to the criteria listed in the Person Specification of the Job and Person Specification. We recommend that you limit your response to the essential criteria to no more than 3 pages.
3. Your **Curriculum Vitae or Resume**, which should include:
 - name, address and telephone contact numbers (work and home),
 - current position title (and remuneration level if currently a Public Sector employee),
 - education details
 - employment history (at least over the past 10 years) and other relevant experience/history
 - three current referees (include their names, position titles, addresses and telephone numbers). One of your referees should be your immediate supervisor.

4. If you are not currently employed in the South Australian Public Sector, you must also include an **Employment Declaration**. The Employment Declaration is available from Human Resources, telephone (61 8) 8343 2616 or 8343 2600.

Writing a Response to the Person Specification

The Selection Panel makes the initial assessment of all applicants' merit, and decide whether applicants warrant further consideration, according to how well they demonstrate in their response to the Person Specification that they meet all the essential criteria in the Person Specification and are capable of carrying out the duties of the position.

Here are some key points you should know about writing your response to the Person Specification

- your response should specifically address the essential criteria outlined in the Person Specification.
- Be clear, concise and factual. We recommend that you limit your response to the Person Specification to no more than 3 pages.
- You will need to address each criteria separately, ensuring that the criteria is clearly identified
- Your response to the Person Specification should provide evidence that you meet the essential requirements in the Person Specification and are capable of carrying out the duties of the position. Evidence is an example (or examples) of specific times when you have demonstrated the particular skill, ability etc and/or how you gained and used the personal abilities/aptitudes/skills, knowledge etc. The 'STAR Model' (explained below) may be useful in structuring your example or response.
- You do not need to address the Job Specification. Rather, use the Job Specification as a guide in selecting the most appropriate examples to demonstrate your ability to perform in the role when addressing the essential criteria in the Person Specification.
- Skills, knowledge, experience and abilities acquired through community experience may also be used to demonstrate that you are capable of carrying out the duties of the position (for example, fund raising for voluntary agencies may have contributed to your development of improved negotiation skills).
- Include any pertinent supporting documentation (for example, proof of qualifications)
- You may also choose to provide examples to demonstrate that you meet the desirable requirements in the Person Specification.

The 'STAR Model'

The 'STAR model' may assist you when responding to the Person Specification as part of your application, or during an interview:

Situation – The situation/context

Task – What you had to do in the situation

Action – What you did in the situation

Result – What was achieved as a result of your actions

Qualifications

The S.A. Government offers a service that gives a comparative assessment of overseas qualifications against the Australian educational system. If you have relevant academic or technical qualifications gained overseas, refer initially to the Department of Immigration and Multicultural and Indigenous Affairs website at

http://www.immi.gov.au/migration/skilled/basic_requirements.htm (Form 1121i contains the Skilled Occupations List and includes contact details of the relevant assessing bodies for the occupations. There will be a fee that you will need to pay for the assessment to be undertaken).

Check your details

Before you send your application, check that:

- Your spelling and grammar are correct in all documents.
- You have included:
 - A cover letter;
 - A Response to the Person Specification (of no more than 3 pages);
 - Your Curriculum Vitae or Resume.
- You have included any pertinent documentation (for example, proof of qualifications)
- A completed and signed Employment Declaration (if you are not currently employed in the South Australian Public Sector)
- You have made the correct number of copies as requested in the advertisement for the position.

Finally, send your application to the person listed in the advertisement by the due date.

Selecting the Right Person for the Job

Your application for the position will help the Selection Panel decide whether to discuss and/or assess your ability to do the job further. If your application indicates that you meet the essential criteria in the Person Specification and are capable of undertaking all of the duties, the Selection Panel may invite you to attend further selection processes. The selection techniques the Selection Panel use, focus on assessing your personal abilities/aptitudes/skills, knowledge and experience in relation to the essential criteria listed in the Person Specification. These techniques may include, but are not limited to:

- One or more interviews;
- A skills assessment, for example making a presentation to the Selection Panel or undertaking a written exercise;
- An Assessment Centre;
- Psychometric Testing;
- Referee Checking.

If you are invited to attend further selection processes you will be informed of the approach being used to assess your personal abilities/aptitudes/skills, knowledge etc.

You will also be informed in writing if the Selection Panel decides that you will not be progressing further in the selection process.

Need Further Information?

If you need further information about the position you are interested in, please direct your enquiries to the contact officer for the position as listed in the advertisement.

For more information about the Department for Transport, Energy and Infrastructure visit our website at <http://www.dtei.sa.gov.au>.

If you need further clarification about the Department for Transport, Energy and Infrastructure's recruitment, selection and appointment procedures please contact Human Resources by telephone (61 8) 8343 2616 or 8343 2600.

SAFETY



IN THE PUBLIC SECTOR

2004—2006

SAs Premier of South Australia, I am committed to a Zero Harm Vision for the SA public sector: *every injury is preventable*. This vision for a safe workplace complements the socially inclusive concept of a safe community, where it is safe to live, learn, work and play.

As the Government of South Australia, we have a responsibility to set a best practice example in safety performance that will influence and encourage others.

As your employer, the Government takes responsibility for ensuring all risks to public sector employees' health and safety arising from work activities are, as far as reasonably practicable, eliminated or properly controlled.

As leaders, public sector managers are responsible for ensuring that effective safety management systems are in place and that the way in which public sector business is conducted is safe for employees and the community.

As individuals, every public sector employee has a responsibility for their own, and their colleagues', safety at work.

Ministers are accountable to Cabinet for ensuring Chief Executives demonstrate their commitment to workplace safety.

Chief Executives are accountable for pursuing the Zero Harm Vision by ensuring safe work practices.

Managers are accountable for ensuring that injured employees are treated with dignity and respect and that every effort is directed towards a speedy return to work.

We are all accountable for ensuring that no one is asked, required or permitted to work without acceptable safety measures in place.

Our vision is of a South Australian public sector where:

- ♦ *safety management* is a core value;
- ♦ *safety performance* is world's best practice;
- ♦ *every employee feels safe* at work; and
- ♦ *safety culture* is part of our state's sustainable competitive advantage.

We are committed to working with you to achieve this vision.



Mike Rann
Premier



Michael Wright
Minister for Industrial Relations