

Guide to Applying for a Vacancy



This document is designed to assist you to apply for an advertised vacancy within the Department of Planning, Transport and Infrastructure (DPTI) by providing you with information about the recruitment and selection processes adopted within DPTI.

Before You Start Your Application

Carefully read the vacancy advertisement and the role's Job and Person Specification or Role Statement. Feel free to speak with the contact officer about the vacancy and ask questions or request further relevant information.

Information about eligibility to work in Australia and related matters may be found on the Department of Immigration and Citizenship website at <http://www.immi.gov.au> and the Department for Manufacturing, Innovation, Trade and Resources - Immigration SA website at <http://www.migration.sa.gov.au>

Recruitment and Selection in DPTI

Selection and employment procedures in the department are guided by the *Public Sector Act 2009* and guidelines of the South Australian Commissioner for Public Sector Employment. The Government of South Australia is an equal opportunity employer and safety is a core value.

All selection decisions 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.

The Role Description

The role is described in the **Role Statement** (also called a '**Job and Person Specification**' or '**Duty Statement**'). The Role Statement contains information about:

- the organisation and division
- the role, including an overview and key occupational specific capabilities
- qualifications and licences relevant to the role
- person capabilities covering core underpinning behaviours of DPTI employees



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The **Key Occupational specific & Person capabilities** provides:

- a list of the essential criteria a person needs to effectively undertake the responsibilities and duties of the role, such as qualifications, abilities, aptitudes and skills, experience and knowledge. For each capability listed, the skill or behaviour required is described as well as the level or extent to which the occupant needs that skill to perform well in the role.

Some examples of the wording used to describe the levels or extent of the skill or behaviour that the role 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 Role Statement in accordance with the principle of merit contained in the *Public Sector Act 2009*.

Based on the applications received, the selection panel makes an initial assessment of an applicants' merit in relation to the essential requirements of the role (as listed in the Role Statement), and decide whether the applicant warrants further consideration.

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

- you meet the requirements of the **Key Occupational Specific Capabilities and Person Capabilities** in the Role Statement, and
- you are capable of carrying out the duties of the role concerned.

Please note that it is not expected that you will address each individual dot point, but rather to summarise your experience against each of the sub-headings of both the **Key Occupational Specific Capabilities and Person Capabilities** sections. You may find that some of these capability areas link together and therefore you may wish to combine the summary of your experience to any linked items if you prefer.

Applications should contain:

1. A completed **Cover Sheet** quoting the vacancy number. This document is attached to the advertisement for the role.
2. A **covering letter** of up to two pages providing sufficient information to demonstrate your suitability for the role.
3. Your **Curriculum Vitae or Resume**, which should include:
 - name, address, email and telephone contact numbers (work and home),
 - current job 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
 - two current referees (include their names, role titles, addresses and telephone numbers). One of your referees should be your immediate supervisor or manager.
4. An **Employment Declaration** must be completed. This document is attached to the advertisement for the role.



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Qualifications

If you have relevant academic or technical qualifications gained overseas, refer initially to the Department of Immigration and Citizenship website at <http://www.immi.gov.au/>. You will also find here information regarding the Skilled Occupations List and details of the relevant assessing bodies for the occupations. There may be a fee that you will need to pay for the assessment to be undertaken.

Need Further Information?

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

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

If you need further clarification about the department's recruitment, selection and employment procedures please contact Human Resources by telephone (61 8) 8343 2616 or 8343 2600.



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