

ADVICE TO CANDIDATES



Introduction

This document will assist you to apply for a position within the Department for Transport, Energy and Infrastructure (DTEI) by providing you with information about the recruitment process.

DTEI has responsibility for the design and construction and maintenance of transport infrastructure (rail, road and tram) which supports the community and the economic life of the State. The Transport Services Division (TSD) and Office of Major Projects and Infrastructure (OPMI) are being supported by this recruitment.

The Department is committed to becoming an “**employer of choice**” and is actively pursuing workplace strategies to improve its human resource practices and to enhance the productivity, job satisfaction and skill development of its employees.

The approach

A timely and contemporary approach to recruitment is critical.

This approach streamlines the recruitment and selection process and encourages people to apply for the positions offered.

We encourage you to use this information to assist you to apply for a position(s).

You have found this document on the website on www.infrastructure.sa.gov.au. You can find out more about the work program in South Australia by exploring this site.

Information is available on

- remuneration
- flexible workplace and
- learning and development.

After you have read the position description, feel free to speak to the relevant contact person identified about the requirements and context of the position; ask questions or request further relevant information about the process.

Note that all enquiries should be conducted during office hours.

Who can apply?

Where positions are advertised externally throughout Australia they will also be advertised internally within the South Australian Public Service.

Where there is an acknowledged skills shortage or DTEI has experienced difficulties in attracting suitable candidates, these internal

and external processes will occur simultaneously.

An applicant for a *permanent 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 Citizenship website at <http://www.immi.gov.au>

The selection process

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

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

ADVICE TO CANDIDATES



TSD advertises for specific current vacancies and for recruitment pools. The Department is always interested in receiving applications from suitably skilled and qualified people for a range of roles, particularly those with a technical and civil engineering focus where skills shortages apply.

Recruiting to a recruitment pool enables the Division to assess candidates for current and future positions by recommending candidates to a register from which they may be appointed as vacancies arise. You will be asked to indicate your interest in being on such a register, if there are no current vacancies.

If you are in a recruitment pool, you will be contacted every three months to confirm your continued interest.

For further information please refer to the **Guide to Recruitment Pools** in Transport Service Division on the website.

The position

The position is described in the **Position Description** document. This is brief but very important. Your letter of application must respond to the requirements of the position.

The **Position Description** provides information about the position's functions and the outcomes, duties and responsibilities expected to be achieved by the person performing the role. It also provides the essential attributes a person needs to effectively undertake the responsibilities and duties of the role, incorporating qualifications, abilities, aptitudes and skills, experience and knowledge. Both the skills and behaviours required may be described as well as the level or extent to which the person needs that skill to perform well in the role.

In addition, there is some information about working in the different work units across the Transport Services Division.

The application

It is the responsibility of a selection panel to recommend the applicant who best meets the requirements of the position 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 requirements of the job and decides whether the applicants warrant further consideration.

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

- you meet the essential requirements and
- you are capable of carrying out the duties of the position concerned.

Your application should be no more than two (2) pages in length with the accompanying Curriculum Vitae to be no more than four (4) pages in length.

Your application must demonstrate your suitability within the constraints of space specified. You must be direct and succinct.

Use the Position Description as a guide in selecting the most appropriate examples to demonstrate your ability to perform in the role while addressing the essential criteria in the position description in your written application.

If you wish to apply for more than one position with different selection criteria (for example an ASO7 and a PO3 position) you should provide applications for each, **clearly indicating the name of the position and vacancy number**. If you are applying for a position advertised across a range of levels

ADVICE TO CANDIDATES



for example a PO3/PO4/PO5 you do **not** have to submit different applications for each level.

Your application should be submitted electronically to the following email address:

dtei.projectsrecruitment@saugov.sa.gov.au

Your **Curriculum Vitae** should include:

- name, address and telephone contact numbers (work, home and mobile)
- current position title (and increment level if currently a Public Sector employee)
- educational details
- employment history (at least over the past 10 years) and other relevant experience/history
- three current referees (include their names, position titles and information about their relationship to you or specific areas of expertise on which they could comment, addresses and telephone numbers).

One of your referees should be your **current or most recent immediate supervisor**. If you wish to be alerted by the panel prior to an approach to your immediate supervisor please clearly indicate this request.

If you are not currently employed in the South Australian Public Service, you will be asked to sign an Employment Declaration. You will also need to verify your qualifications prior to an employment offer.

The Employment Declaration is available on the website and you should download and read it, as it should be submitted electronically with your application. In addition, you will be required to produce a signed copy of the document prior to an interview, if you are shortlisted for a position.

Working Conditions

The Government of South Australia has a strong commitment to providing a safe working environment. See the statement *Safety in the public sector 2007-2010* on the website.

A number of flexible working arrangements are available to support employees in work life balance. You are welcome to explore flexible work arrangements during any employment negotiation if offered a position.

Permanent part-time employment is available. If you have specific arrangements in mind please indicate this in your application.

DTEI currently has office locations in the city centre of Adelaide and in suburbs immediately adjacent to the city. These are easily accessible by public transport.

Planning has commenced for the relocation of Walkerville based staff in the Department to the CBD (77 Grenfell Street) commencing mid 2009 after some refitting of the accommodation.

Work locations for some positions may also be at Gawler, North of Adelaide or in Regional Centres. You may indicate your willingness to take up employment in a Regional Centre and preferred locations.

Remuneration

Positions may be offered as permanent or as a temporary contract appointment of 1 to 5 years. Remuneration may be negotiated for contracted employees.

An attractive salary package may be negotiated depending on skills and experience.

Please read the remuneration information when preparing your application. It contains the base salary and increment levels across the technical, professional, administrative and

ADVICE TO CANDIDATES



electrical/electronic areas of employment.

If your decision to accept a position is affected by the employment opportunities available to your partner please request information about this during employment negotiations. This may be particularly relevant for overseas applicants and those considering regionally based positions.

Qualifications

The Federal 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 Citizenship website http://www.immi.gov.au/migration/skilled/basic_requirements.htm. The site contains the Skilled Occupations List and includes contact details of the relevant assessing bodies for different occupations. There will be a fee that you will need to pay them for the assessment to be undertaken.

For engineers the professional body which recognises qualifications is the Institution of Engineers, Australia.

It is the candidates responsibility to provide evidence of the acceptance of their qualifications by the relevant professional body and this should be initiated as soon as possible when seeking employment.

Selecting the Right Person for the Job

Your application for the position will help the Selection Panel decide whether to consider and/or assess your ability to do the job further. If your application indicates that you meet the essential criteria and are capable of undertaking all of the duties, the Selection Panel may invite you to attend further selection processes.

The selection techniques focus on assessing your personal abilities/aptitudes/skills, knowledge and experience in relation to the essential criteria.

The assessment and selection process may involve some of the following activities:

- psychological testing
 - problem solving exercises.
- assessment of application for short listing
 - one or more interviews by phone or in person
 - a practical skills exercise
 - referee checking
 - a presentation
 - a language assessment
 - assessment centre
 - a medical examination

If you are invited to attend further selection processes at the point of short listing you will be informed of the approach being used and the composition of the panel. If you are not successful in winning a position you can get feedback from the chairperson of the panel at the conclusion of the process.

Where recruitment is for multiple positions or recruitment pools there may be additional “placement” interviews to ensure the best match of candidates to positions. This can sometimes lengthen the time between initial recommendation and final offer of employment. You will be contacted regularly throughout this process.

Further Information

For more information about the Department for Transport, Energy and Infrastructure visit our website at 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 call the nominated contact officer for the position during office hours.