

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 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 Home Affairs website (www.homeaffairs.gov.au) and the Immigration SA website (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.

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.

Safety is a core value of the South Australian Public Sector.

The Role Description

The role is described in the **Role Statement**, which contains information about:

- the location of the role within the department
- the role's functions
- the reporting and working relationships
- any special conditions associated with the role
- outcomes, duties and responsibilities to be achieved by the person performing the role
- the **Selection Criteria** for the role



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For each person 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 applicant's 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, demonstrate in your application that:

- you meet the **Special Conditions and Essential Requirements** (including relevant qualification or licence requirements and person capabilities) in the Role Statement, and
- you are capable of carrying out the duties of the role concerned.

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 role 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.

Qualifications

If you have relevant academic or technical qualifications gained overseas, contact Immigration SA (www.migration.sa.gov.au), Skilled Arrival Services on 08 8303 2420 or email arrival@sa.gov.au, for information and assistance regarding recognition of overseas qualifications for employment in Australia.

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 DPTI visit our website: <http://www.dpti.sa.gov.au>.

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