

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.

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 (a copy of the Premier's Declaration on Safety and Wellbeing is attached), and DPTI is committed to providing a safe working environment.

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



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The **Selection Criteria** 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 criteria 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 Person Specification 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 Person Specification), 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 **Selection Criteria** 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 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.

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.



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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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Premier's Declaration

Safety and Wellbeing in the Public Sector

2010 – 2015

Commitment

As Premier of South Australia, I am committed to a Zero Harm Vision for the South Australian Public Sector. Where injuries do occur the Government is committed to 100% Return to Work. This vision for a safe workplace where every injury is preventable supports the objectives of South Australia's Strategic Plan, building a community where it is safe to work, live, learn, and play.

Leadership

As the Government of South Australia, we recognise this commitment to leadership in safety and wellbeing performance will set an example that will influence and encourage others. This commitment represents sound management practice and contributes to increased community confidence in Government performance.

Accountability

Ministers are accountable to Cabinet and Parliament for the safety and wellbeing performance of the agencies for which they are responsible. Public sector chief executives are accountable to their Ministers for the development and implementation of management systems for safety and wellbeing specific to their agency's business, organisational context and specific hazards and risks.

Risk Management

The design of this safety and wellbeing system will reflect risk management principles and will underpin the contribution to the whole of Government economic, social and environmental objectives stated in South Australia's Strategic Plan through implementation of the following elements:

A Commitment to Management of Safety and Wellbeing

Supporting a high performing public sector through safe work for our workers.

Accountability for Safety and Wellbeing Performance

Safety and wellbeing is a core leadership and management value.

Integrated Risk Management

Safety and wellbeing is integrated in core business activities and risk frameworks.

Effective Measurement and Evaluation

Safety and wellbeing is verified, monitored and continuously improves.

Shared Responsibility for Safety and Wellbeing

As the Government, as Ministers, as chief executives and as employees, our shared responsibility for the development and implementation of safety and wellbeing in our work will support our duty of care both to the community and participants in our workplaces.

Integration

Safety and wellbeing is fundamental to the design and performance of work therefore we are all responsible for ensuring that no one is asked, required or permitted to work without acceptable health, safety and welfare measures in place. This mutual obligation means that safety and wellbeing is integrated in all activities of the agency.

Return to Work

Where workers are injured we are all responsible for ensuring that they are treated with dignity and respect and ensuring every effort is directed towards a speedy and safe return to work.

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



Mike Rann
Premier



Paul Holloway
Minister for Industrial Relations