

# **Auditor-General's Department Recruitment and selection**

## ***Information for candidates Graduate register***

June 2021

This information is intended to help you provide us with information that maximises your chance of success.

## Recruitment and selection process

Recruitment and selection in the Auditor-General's Department is 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.

It is the responsibility of a selection panel to recommend the candidate(s) who best meets the competencies for the job vacancy based on the principle of merit contained in the *Public Sector Act 2009*. Competencies are underlying attributes required in a person to achieve effective performance in a job. The competencies are described in the role description (see attached to the job advertisement).

All competencies are assessed in the overall selection process, however three of the competencies will be required to be addressed in your written application. Please follow the instructions in 'preparing your application' below.

The Department uses an on-line application system to receive all job applications.

## Before you start

### 1. Check the details about the role:

- the advertisement
- the Role Description
- visit the Auditor-General's Department website [www.audit.sa.gov.au](http://www.audit.sa.gov.au) for further information about the role and/or the Department
- the information for candidates
- contact the enquiries person listed on the advertisement if you have questions or would like further information.

### 2. Check your eligibility to apply:

- essential requirements for the role (eg qualifications)
- Australian citizenship or permanent residency
- ability to obtain a satisfactory criminal history check.

## Preparing your application

You will be asked to provide the following documents as part of your online application:

1. Cover letter
2. Resume

### 1. Cover letter

A cover letter should clearly and concisely summarise your reasons for being the right person for the job. It must include both an introduction to yourself and a supporting statement demonstrating how you meet competencies required for this role. Please see more details below:

#### a. Introduction

Your introduction should include:

- Vacancy number, job title and where you saw the advertisement.
- A paragraph introducing yourself – a summary your relevant skills, abilities, knowledge and experience.

#### b. Supporting statement

The supporting statement should provide examples of how you meet each competency specified in the job advertisement.

The best source of information to help you formulate your supporting statement is the Role Description (attached to the job advertisement).

Start with the Competency Profile. This section describes the behaviours (i.e. skills, knowledge and attributes) that differentiate between high and poor performance in the role.

Although each role requires different competencies, the competency profile contains the competencies most essential for high performance in this role. A definition of each competency is given and a number of key behaviours are provided. These behaviours describe what you might expect to observe when a person is demonstrating the competency.

The observable behaviours provided are not exhaustive, they are provided to help focus your thinking around the competencies. Use the behaviours as a guide when framing your examples. You do not need to address each individual behavioural indicator in your competency statement.

The key responsibilities section describes the expectations about job responsibilities including the outcomes, outputs, services, tasks or products to be delivered or achieved in the role.

You do not need to address the key responsibilities specifically in your job application. Use this information to identify the most relevant example in your response.

Other information about the Department, either in the Role Description or from the website, may also help you to identify relevant examples for your response.

Some key points about writing a supporting statement:

1. **Respond to each of the competencies listed in the job advertisement** - if you omit one you will be assessed as not demonstrating that competency.
2. **Address each competency separately** - use the competency as the heading.
3. **Provide evidence** - use an example or several examples of specific times when you have demonstrated the particular competency either in work or community experiences:
  - The selection panel will be looking for a range of indicative behaviours so the more evidence you can provide the better.
  - Depending on the competency, it might be more appropriate to describe one situation in rich detail (for example, a situation about resolving a problem), or alternatively, provide a list of ways in which you demonstrate the competency daily (for example, time management/organisational skills).
4. **SHARE model** - can assist you when preparing examples for your competency statement:
  - Situation** - describe the situation
  - Hindrances** - describe any constraints/hindrances on your actions
  - Actions** - what you did
  - Results** - what was achieved
  - Evaluation** - summary of what you learned
5. **Length** - Each competency response should be around half a page and no more than one page.

Please note:

- All applications are used by the selection panel to assess the “communicate effectively” competency. Please ensure that your application:
  - is clear and easy to read.
  - complies with our requirements for length and content.
  - has correct spelling, grammar and punctuation
- You will need to provide proof your right to work in Australia on an ongoing basis (Australian citizenship or permanent residency) prior to being interviewed for all roles.

## 2. Resume

A resume outlines general information about you, and should include (in the order below):

- your name
- address
- telephone numbers
- email address
- education details
- employment history (in reverse chronological order, i.e. most recent first)
- relevant professional development
- activities/interests (optional)
- current referees

## Submitting your application

- Submit your application online through the Department’s website **[www.audit.sa.gov.au](http://www.audit.sa.gov.au)** by the specified closing date and time.
- Ensure you enter your email address correctly so that you can receive correspondence.
- You will receive an automatic acknowledgement email if your application has been successfully submitted.
- The Department will only accept your first submitted application.

## What happens next

- Your application will remain in the graduate register until it closes (3 December 2021).
- We will notify you if a role becomes available and you have been shortlisted to the next stage.

## Further information

For more information about the Department please visit our website: **[www.audit.sa.gov.au](http://www.audit.sa.gov.au)**

If you have specific query about a specific job vacancy, please direct your enquiries to the contact person on the advertisement.