



# **Auditor-General's Department**

## **Recruitment and selection**

### ***Guidelines for applicants***

**July 2017**



## **Auditor-General's Department Application guidelines**

Your written application is your introduction to the selection panel and is the basis for shortlisting for interview. We encourage you to follow these guidelines to maximise your chances of success in the application process.

### **Before you start**

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.
- contact the enquiries person listed on the advertisement if you have questions or would like further information

Check your eligibility to apply:

- essential requirements for the role
- Australian citizenship or permanent residency

### **Competencies model**

The Auditor-General's Department has adopted a competencies model in its recruitment and selection process. This means that applicants are assessed against a set of competencies developed specifically for the role advertised. Competencies are underlying attributes required in a person to achieve effective performance in a job.

### **About the role description**

A role description describes the key responsibilities of the role and the competencies required for a high level of achievement of a person within that role. It contains three main sections:

- Context of the role
- Key responsibilities
- Competency profile

### **Context of the role**

The context provides information about why the role exists, the broad purpose of the role and where it fits within the department, the associated scope and the roles and responsibilities of the role.

This information can assist you to understand the nature of the role and how it fits within the Department. It can help provide a clearer understanding of the environment in which the role operates.

You do not need to address the context specifically in a job application. Use it as a guide in selecting the most appropriate examples of competencies.

## **Key responsibilities**

This section describes the expectations about job responsibilities including the outcomes, outputs, services, tasks or products to be delivered or achieved in the role. Use the key responsibilities section to gain a better understanding of the role for which you are applying. You are not required to specifically address the key responsibilities. Use this information to identify the most appropriate example when responding to the competency profile.

## **Competency profile**

The competency profile describes the behaviours (ie skills, knowledge and attributes) that differentiate between high and poor performance in a role in view of the context of the role and the key responsibilities.

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.

## **What your application should include**

1. **Cover letter** - expressing your interest in the role
2. **Competency statement** - addressing the competencies for the role outline in the competencies profile of the role description
3. **Resume** - a brief written summary of your education, work experience and accomplishments.
4. **Proof of qualifications** - evidence required if there are essential qualifications to fulfil the duties of the role (academic transcript/s)
5. **Proof of Australian citizenship or permanent residency** - evidence required if you were not born in Australia (birth certificate, passport or citizenship papers)
6. **Criminal history check** - a check will need to be completed only if you are the preferred candidate however if you have an existing one you can provide a copy with your application

## **Preparing your application**

### **1. Cover letter**

A cover letter must clearly and concisely summarise your contention for being the right person for the job. The panel member should get a clear idea of the range of qualities you offer and want to read your application in further detail.

Your letter should include:

- Vacancy number
- Date and where the role was advertised
- Job title and classification level
- A summary of your relevant skills, abilities, knowledge and experience.

### **2. Competency statement**

Applicants will be short-listed according to how well they demonstrate in their competency statement that they have the competencies required to carry out the role. The panel will be looking for a range of indicative behaviours so the more concrete detail you can provide the better.

Some key points about writing a competency statement:

- A competency statement responds specifically to each of the competencies outlined in the role description (you do not need to address each individual behavioural indicator in your competency statement, as these are examples of competence).
- Address each competency separately - use the competency as the heading. Read the behaviours and think of specific examples to support the competency.
- Provide evidence that you have the competencies required for the role for which you are applying. Evidence is an example or several examples of specific times when you have demonstrated the particular competency either in work or community experiences.
- Depending on the competency, it might be more appropriate to describe one situation in rich detail (for example, a situation about conflict resolution), or alternatively, provide a list of ways in which you demonstrate the competency daily (for example, time management/organisational skills).
- As a guide, we recommend that you address each competency in approximately 2-3 paragraphs. (Applicants should try to keep the competency statement to no more than half a page).
- Check the key responsibilities and the context of the role to ensure that the examples are relevant.

The **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

### **3. Resume**

A resume should outline the general information about you and should include:

- your name
- address
- contact numbers/email address
- education details
- employment history
- professional development
- activities/interests
- current referees (minimum of two)

It is preferable that you put arrange your employment history in reverse chronological order so that it starts with you most recent employment and works back.

### **Before submitting your application**

Read it thoroughly to make sure:

- all competencies have been covered
- it says what you want it to say
- there are no grammar or spelling mistakes
- it is easy to read.

### **Submitting your application**

Address your application to person listed on the advertisement and 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.