



Auditor-General's Department

Recruitment and selection

Guidelines for applicants

October 2017



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
- visit the Auditor-General's Department website www.audit.sa.gov.au for further information about the role and/or the department.
- the role description
- the guidelines for applicants
- 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

This section 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 your job application. Use it as a guide in selecting the most appropriate examples of competencies (see further details in preparing your application).

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 do not need to address the key responsibilities specifically in your job application. Use this information to identify the most appropriate example when responding to the competencies (see further details in preparing your application)..

Competency profile

This section 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.

You will need to include a supporting statement in your job application addressing the competencies (see further details in preparing your application).

What your application should include

1. **Cover letter** - expressing your interest in the role
2. **Resume** - a brief written summary of your education, work experience and accomplishments.
3. **Supporting statement** - addressing the competencies for the role outline in Section C (competencies profile) of the role description.
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 to confirm your eligibility to work in Australia (birth certificate, citizenship certificate or passport).
6. **National criminal history check** - an official document issued as a result of a background check to confirm any criminal records that you may have (please note: a check will only be completed if you are the preferred candidate however if you already have a document you can provide a copy with your application)

Preparing your application

1. Cover letter

A cover letter must clearly and concisely summaries 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. 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 arrange your employment history in reverse chronological order so that it starts with your most recent employment and works back.

3. Supporting statement

Applicants will be short-listed according to how well they demonstrate in their supporting 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 supporting statement:

- Must respond specifically to each of the competencies outlined in the role description (you do not need to address each individual behavioural in your statement, as these are examples of competence).
- Address each competency separately - use the competency as the heading. Read the behaviour's 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 resolving a problem), 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

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) by the specified closing date and time.

You will receive an automatic acknowledgement email if your application has been successfully submitted.

Please note - The Department will only accept your first submitted application.