



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

About the role description

A role description describes the purpose and responsibilities of the role as well as the knowledge, skills and 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
- Knowledge, skills and 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 specifically address the context in your job application. Use it as a guide in selecting the most appropriate examples for your supporting statement (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.

You do not need to specifically address the key responsibilities in your job application. Use it as a guide in selecting the most appropriate examples for your supporting statement (see further details in preparing your application).

Knowledge, skills and competency profile

This section outlines the essential qualifications, professional and technical expertise and skills required for effective and high performance in the role.

The competency profile provides further detail about what attributes are required in a person to achieve effective and high performance in the role. Six competencies are outlined:

- achieves results
- communicates effectively
- continuous learning and apply specialist skills
- leading and relating to people
- problem solving
- quality orientation

A number of key behaviours are provided for each competency which describe what you might expect to observe when a person is demonstrating the competency.

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

What your application should include

1. **Cover letter** - expressing your interest in the role
2. **Resume** - a summary of your education, work experience and accomplishments.
3. **Supporting statement** - a summary of your essential qualifications, professional and technical expertise and key skills (response to section C of the role description - see preparing your application for details).
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 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 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 knowledge, experience, skills and abilities.

2. Resume

- 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

You will also need to include a supporting statement addressing the requirements outlined in Section C of the role description this includes:

- essential/desirable qualifications
- professional and technical expertise
- key skills

Please use these three dot points as your heading.

Applicants will be short-listed according to how well they demonstrate they have the requirements to carry out the role. The more concrete detail you can provide the better.

Under the headings ‘essential and desirable qualifications’ please confirm how far through your degree/course you are if you are currently studying.

Under the heading ‘key skills’ you will need to provide specific examples of times when you have demonstrated the particular skill either in work or community experiences.

Some key points about addressing the key skills:

1. Use the competency profile and key behaviours as a guide when framing your examples. (you do not need to specifically address each competency and behaviour listed in the competency profile).
2. Depending on the skill, 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 skill daily (for example, time management/organisational skills).
3. The **SHARE model** can assist you when preparing examples:

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

4. As a guide, we recommend that you address each key skill in approximately 2-3 paragraphs.
5. Check the context of the role and key responsibilities to ensure that the examples are relevant.

Before submitting your application

Read it thoroughly to make sure:

- all of the application requirements 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 acknowledgment email if your application has been successfully submitted.

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