



Applicant Guidelines

To be used in conjunction with the latest Role Description Template

Thank you for your interest in applying for a role within the Department of Environment, Water and Natural Resources (DEWNR). To help you prepare your application we are happy to provide you with the following information. We strongly encourage you to use this information in conjunction with other resources to assist you through the application process.

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Before You Start Your Application

- Obtain and thoroughly read the Role Description.
- If you have any questions or wish to gain further information, contact the enquiries person listed on the advertisement.
- Access the Department of Environment, Water and Natural Resources website at [Department of Environment, Water & Natural Resources](#). Take particular note of DEWNR's current values and goals.

Selection Based on Competencies

All employees and potential employees of DEWNR who are applying for roles at various levels are expected to demonstrate a range of competencies relevant to the level of the role.

What are competencies?

Competencies are the underlying attributes required in a person to achieve effective performance in a job. They are the behaviours people need to demonstrate on the job to perform effectively.

The DEWNR Competency Framework is based on the five core competencies of the South Australian Executive Service Competency Framework (SAES), that is:

1. Shapes Strategic Thinking and Change
2. Achieves Results
3. Drives Business Excellence
4. Forges Relationships and Engages Others
5. Exemplifies Personal Drive and Professionalism

'Elements' and 'Behavioural Indicators' customised by indicative classification level have been developed in DEWNR aligned with each of the above SAES competencies.

The Role Description

The Role Description comprises a number of sections to help you understand the role and therefore assess your level of interest in and suitability for the role. The information below provides a brief summary of the key sections.

Purpose:

This section gives an overview of the vision and scope of the Group (business division) within which the role is located. This will provide you with an understanding of the broader goals to which the role contributes and the context within which the incumbent will be required to work.

About the Branch/Business Unit

This section gives an overview of the vision and scope of the Branch/Region within which the role is located. This will provide you with an understanding of the broader goals to which the role contributes and the context within which the incumbent will be required to work.

About the Role:

Provides the fundamental aim of the role, similar to a 'mission statement'.

Key Role Outcomes:

Outlines the key outcomes required of the role. This gives you information on what you will be expected to deliver and achieve in the role.

Key Relationships:

Outlines the key internal and external relationships you will be required to build and successfully maintain in order to perform effectively in the role.

Special Conditions:

- Outlines duties or expectations specific to the role for which you are applying, e.g. fire management or associated duties, overnight absences, being required to fly in a light plane or needing to wear a specific uniform.

Core Competencies & Technical, Professional/knowledge:

The Core Competencies and Technical, Professional/Knowledge sections are what you will be assessed against in the short listing process and therefore form the selection criteria for the role.

1. Core Competencies

This section is broken down into a table with the following 3 columns:

- 1) The 5 competencies as per the South Australian Executive Service (SAES) framework.
- 2) 'Elements' within each competency – **NB: as part of your application, you are required to respond to each Element listed against the competencies.**
- 3) 'Behavioural Indicators' – These will vary for each Element depending on the level of the role for which you are applying. The Behavioural Indicators demonstrate the behaviours/actions required to be performing effectively at the level of the role. Therefore, they are a useful indication to you of the types of actions/ behaviours that the selection panel will be looking for applicants to demonstrate within each competency. **NB: the indicators are not listed in any priority order.**

2. Technical, Professional/knowledge and Experience (including qualifications)

This section indicates the base knowledge and/or technical skills required for a specific role. If listed, you need to respond to each of the listed technical competencies in your application by providing a response that demonstrates your knowledge, experience or ability in this competency.

Provision is made in this section for listing the qualifications that may be either required to successfully perform in the role, or may be desirable. In some case, no qualifications may be listed. Whether the qualifications are essential or desirable will be indicated in the Role Description. Whichever it is, you need to respond by listing the relevant qualifications that you hold. It is recommended that you include proof of qualifications.

Important Instructions on Addressing the Competencies:

- You will be assessed against the listed competencies in the short listing process. It is vital that you address the Competencies and, if applicable to the role, also the Qualifications section.
- In responding to the Competencies, you are required to address the listed Elements in Column 2 – see below.

Competency	Element	Behavioural Indicators
e.g. Shapes Strategic Thinking and Change	e.g. Thinking and Acting Strategically RESPOND to this component in your application, e.g. how have you acted...?	e.g. Remains focused on achieving outcomes despite the emergence of unexpected or unplanned pressures DO NOT respond directly to this component in your application – it will be explored as part of the interview process should you be successful in the short listing process. Use the indicators as a useful guide to the actions/behaviours the selection panel will be looking for .

- **NB: Applicants will be judged on their ability to respond briefly.** One paragraph for each Element of no more than 100 words is strongly recommended.
- When responding to the Elements within the competencies, we recommend you use the SAR principle (outlined below).

SAR Principle

- **Situation:** Identify a recent situation, setting or project you were involved in that shows how you have effectively applied the element, when this occurred, who was involved and what role you played.
- **Action:** Give brief details of what you did, why and how. Describe how you responded to the situation/task, what problems/difficulties you had to address and how you resolved them.
- **Result:** Briefly outline what the result was. Outline the outcome and/or the feedback you received.
- The following example may assist you in responding to the Elements within the Core Competencies: [Applicant for a Level 3 First Line management role addressing the Element: "Influencing and Negotiating" within the Competency "Forges Relationships and Engages Others"](#):

In my current role, successfully negotiating contracts with suppliers is crucial to ensure cost effective delivery of efficient services to the organisation. I manage each contract, which requires day to day negotiation with suppliers around issues as they arise.

For example, there was a conflict between 2 security guards on site, which I had to discuss with the supplier. The outcome was a number of changes to operating practices that ensured minimal impact to their service delivery to the business and an outcome that was readily accepted by the 2 contractors so conflict has not occurred since.

- **In responding to the Technical, Professional/knowledge and Experience section,** you need to provide a response that demonstrates your knowledge/experience or ability as required. For example, if the technical competency is listed as ["An understanding of the principles of the Occupational Health, Safety and Welfare legislation"](#) then your response might look something like this:

During my 15 years of employment I have gained a clear understanding of the principles of OHS&W. I understand and respect that the key principle is to ensure all employees are safe from injury and risks to health and welfare while at work and it focuses on the integration of health and safety through all organisational structures.

I understand that I have a duty of care to my employer and to other employees under OHS&W legislation in the discharge of my duties, including identifying and reporting workplace hazards or risks. In one of my early roles as a Project Officer at Newland, I co-ordinated the OHS&W Risk Assessment for my work unit, in liaison with the OHS&W Branch.

What Your Application Should Contain

Your application should include the following 3 elements:

- 1) Cover Letter expressing your interest in the role (specify the role and any reference number) and including a written response to each ELEMENT within the Core Competencies and, if applicable, a written response to the sections on Technical / Professional Competencies and Qualifications.
NB: It is expected that the above will be no more than 3 pages.
- 2) A Brief Curriculum Vitae (CV) or Resume, including a list of at least 3 referees (at least 2 should be work related referees where possible, if you have just left school or university an academic referee may be appropriate)
- 3) If you are not currently employed within the South Australian public sector, applicants are required to complete an Employment Declaration and be submitted as part of your application. The Employment Declaration form is available through the Notice of Vacancy advertisement.

Submitting Your Application

- o Please check the vacancy advertisement thoroughly for further details on where your application should be submitted. If you have any questions relating to the role, please contact the nominated 'Enquiries' person as specified on the vacancy advertisement.
- o If you do not have access to e-mail please check the vacancy advertisement for a postal address. Should a postal address not be specified on the advertisement contact the nominated 'Enquiries' person who will provide a postal address to you. You are required to forward two copies of your application, marked *Confidential* to the address provided.
- o If on the vacancy advertisement you are requested to submit your application to DEWNR Jobs and you do not have access to e-mail please submit your application marked *Confidential*, to: *Recruitment and Selection Team, People, Capability and Culture, Department of Environment, Water and Natural Resources, GPO Box 1047, Adelaide SA 5001 or Fax (08) 8463 4478.*
- o **Closing time** is generally listed in the advertisement and is usually by 5pm on the closing date. Check the advertisement carefully.

Applicant Eligibility Criteria

If you are applying for an **ongoing vacancy** you must be an Australian Citizen or have a Permanent Resident Visa. If you are applying for a **contract vacancy** then you must be an Australian Citizen or have a Permanent Resident Visa or have an Australian Work Visa which allows you to work in Australia for the period of the employment contract.

Selecting the Right Person for the Job

Your application for the role will help us to decide whether to discuss and/or assess your capability to do the job further. If your application indicates that you are able to meet the Competencies section in the Role Description, we may invite you to attend further selection processes. If you are invited to attend further selection processes you will be informed of the approach being used to assess your competencies.