

Guide for Applicants

Water Science and Monitoring branch

July 2025



Eligibility to apply

To accept a term role in the South Australian public sector you must be either an Australian citizen, an Australian permanent resident, or have a visa which allows you to work in Australia for the period of the employment. Further information on eligibility to work in Australia is available on the [Department of Home Affairs](#) website.

What is a merit pool?

A merit pool allows South Australian government agencies to source applicants each time a vacancy arises over a 12-month period, from a pool of eligible candidates using a single recruitment process. More information on merit pools can be found in Information Sheet Two in the [Guideline of the Commissioner for Public Sector Employment: Recruitment](#).

What are selection criteria?

Understanding how to read, interpret and respond to selection criteria is the key to securing an interview in the South Australian public sector. Once a position is made available, a role description is created, which includes the selection criteria that you are required to respond to as the main component of your application.

Addressing the selection criteria

Selection criteria represent the work-related qualities a person needs to perform a role effectively. These criteria are listed in the **Technical, Professional/Knowledge and Experience (including qualifications)** as outlined in the Role Description and set out the standards by which each candidate will be assessed.

Applicants are strongly encouraged to address each of the 4 selection criteria using a subheading for each criterion. Applicants **must demonstrate how they meet each criterion** using experience from e.g., their current and/or previous roles, study or volunteering. Using the STAR method (Situation, Task, Action, Result) to structure examples can be an effective approach to help applicants highlight their accomplishments and the positive outcomes that have been realised.

It is not necessary to address other sections of the role description – i.e., **do not** respond to Key Role Outcomes, Core Competencies/Element/Behavioural Indicators, Work Health and Safety or Corporate Responsibilities.

More information

The [I Work for SA](#) website contains more information on Applying for a Role, including the Recruitment Process, Online Application Checklist and Frequently Asked Questions.

Applicants may seek more detail regarding the role or the recruitment process by calling or emailing the nominated enquiries person in the **Enquiries To** section of the advertisement.