

SACE Board of South Australia

Apply for Roles in the SACE Board (2021)

grow
flourish
achieve
prosper
develop
bloom
thrive.

1. Introduction

Thank you for your interest in a role with the SACE Board of South Australia (SACE Board). This guide describes the SACE Board's application process.

Your application should comprise of:

- A covering letter of no more than two (2) pages describing your suitability for the role.
- Your curriculum vitae.
- A completed and signed *Pre-Employment Declaration*.

If you have other questions about the role, a contact person is listed in the advertisement.

2. Role Description

Please read the information in the role description as this provides a summary of the purpose of the role, key result areas, reporting and working relationships, qualifications and any special conditions. It also describes the applicable essential and desirable technical capabilities.

The SACE Board's Capability Framework is also referenced in the role description and this outlines the capabilities and behaviours required at each level. This framework will be applied to those candidates who are shortlisted for the behavioural based interviews.

3. Writing your application:

Your covering letter should not be more than two (2) pages and include the following:

- The title of the role and reference number as per the advertisement.
- Address the *Key Results Area* within the role description, utilising examples from your previous work history to support your statements.
- Address any essential and desirable *Technical Capabilities* outlined in the role description. Desirable technical capabilities may be used to differentiate between those applicants who meet all the essential technical capabilities to the same or similar extent.

A technique that may assist in structuring responses is the CARE model. Keep the following points in mind and explain briefly:

C ontext	the situation
A ctions	what you did
R esults	what you achieved
E valuation	what you learned from the experience and any feedback you received

4. Curriculum Vitae (CV) and Referees

A Curriculum Vitae should be submitted with your application and include; your contact details, relevant work history, education, qualifications and professional memberships.

When listing your relevant work history, you should include dates/period of employment, duties, responsibilities and achievements for each role.

Three referees and their contact details should be nominated as part of your CV and should include your current line manager.

5. Pre-Employment Declaration

A Government of South Australia Pre-Employment Declaration must accompany your application.

6. Submitting Your Application

Applications must be submitted via the www.iworkfor.sa.gov.au website unless otherwise stipulated on the advertisement.

7. Closing Date for Applications

Vacant roles in the SACE Board are advertised for a specific period and close at a time and date stated in the advertisement. The closing time is the latest time that applications will be received.

Late applications will only be accepted in exceptional circumstances.

8. Selection Process

Recruitment and selection processes in the SACE Board are guided by the *Public Sector Act 2009* and the Office of the Commissioner for Public Sector Employment Recruitment Guideline. The Government of South Australia is an equal opportunity employer.

The selection process is based on merit, whereby applicants are assessed against the qualifications, capabilities, behaviours, experience, knowledge and standard of work performance required in the advertised role.

If you are short-listed for an interview, you will be contacted by the SACE Board to participate in a behavioural based interview, which may include other selection methods. Details of the interview, and any additional selection methods you will need to complete or participate in will be provided to you prior to the event. If you have special requirements, please advise the contact person who will make arrangements to assist, where possible.

9. Background Screening and National Criminal History Check

The SACE Board requires that all new appointments will be made subject to the completion of a satisfactory background screening and national criminal history check for working with children.