

# APPLYING FOR JOBS IN DEPARTMENT FOR EDUCATION

## Guide for Applicants (PS Act)

The Department for Education is dedicated to engaging every child and student so that they achieve the highest possible level of learning and well-being through quality care and teaching.

### ADVICE TO APPLICANTS

The Department for Education welcomes your interest in this vacancy. Your application is an opportunity for you to demonstrate your skills and experience, abilities and personal attributes to a selection panel. To assist you in maximising your chances of success, it is suggested that you carefully read the following guidelines.

### BEFORE YOU COMMENCE YOUR APPLICATION

You should thoroughly read the Role Description. You are encouraged to speak with the contact officer about the vacancy and ask questions if you have any further enquiries or would like any further relevant information.

You will not be eligible to send in an application for this role:

- If you have accepted a Separation/Voluntary Retirement Package from the South Australian Public Sector and are still in the exclusion period that applies as a result of accepting this TVSP;
- If you are not eligible to work in Australia.

If you are unsure of your eligibility to apply, further information about eligibility to work in Australia is available from the Australian Government's Department of Immigration and Citizenship, <http://www.immi.gov.au/>

Checks.

- The successful applicant is required to gain a Department for Human Services (DHS) working with children check (WWCC) prior to being employed which is required to be renewed every five years before expiry.
- The incumbent will be required to undertake RRHAN –EC (Responding to Risks of Harm, Abuse and Neglect - Education Care) Facilitator Lead (Masterclass) extended course or the online (Fundamentals) course which will be required to be updated every three years.
- A health check may be required.

### SELECTION AND APPOINTMENT PROCEDURES

The selection and appointment procedures used in the Department are governed by the Public Sector Act 2009 (PS Act) and public sector guidelines.

Merit selection is a requirement embodied in the PS Act and is widely acknowledged as the key to ensuring the selection of the most appropriate employees for vacancies.

Merit is the extent to which each of the applicants has abilities, aptitude, skills, qualifications, knowledge, experience (including community experience) and personal qualities relevant to the carrying out of the duties of the role. If relevant, it is also the manner in which each of the applicants carried out any previous employment or occupational duties or functions, and the extent to which each of the applicants has potential for development. Selection on merit is a requirement throughout the Public Sector.

### EVIDENCE OF QUALIFICATIONS

The South Australian Government offers a service that gives a comparative assessment of overseas qualifications against the Australian educational system. If you have relevant academic or technical qualifications gained overseas, contact the Skills Recognition Service on telephone 1800 658 887.

A copy of the qualification will be required by Human Resources if you are successful in the application/panel process.

## WRITING YOUR APPLICATION

### Addressing the selection criteria in the Role Description

The Role Description includes:

- Work Context
- Key Outcomes
- Key relationships/interactions
- Special Conditions
- Qualifications
- Eligibility
- Key Challenges
- Recruitment Vales
- Corporate Responsibilities
- Key Selection Criteria
- Key Capabilities

The claims of each applicant will be assessed against the Key Capabilities. Selection committees will assess applications against the key capabilities, taking into consideration the context of the role, key outcomes and challenges that have been identified as being relevant/necessary for the role.

If your application does not successfully address each of the identified key capabilities, you may not be considered for short-listing and further assessment.

### Before submitting your application, check it to ensure:

- You have addressed the identified Key Capabilities
- You have demonstrated that you have the ability to carry out the duties of the role
- You have thoroughly checked your application for accuracy and completeness
- You have provided proof of your qualifications, if specified as a requirement for the role
- You have included the names, role titles, current telephone number and email address of referees, including your current line manager
- You have included your contact details, including **your email address**
- Your curriculum vitae (CV) is included
- Your cover sheet and employment declaration is completed and attached to your application
- Your application is signed and
- Your application reaches the designated officer by the advertised closing date and time.

## LATE APPLICATIONS

Late applications do not have to be considered. If there are extenuating circumstances that prevent you from submitting your application by the designated closing time, ask the contact officer before the closing date whether an extension may be granted. (Note: this is only for exceptional circumstances, e.g., such as illness that is supported by a medical certificate.) The final decision is the panel's.

## INTERVIEWS/EXERCISES/PRESENTATIONS/REFeree STATEMENTS

The Panel will determine the most appropriate method/s to use for selection for each vacancy. If shortlisted, you will be notified by email of the method/s to be used for any particular selection process. You will be advised of the composition of the Panel, as well as any special requirements for the selection process.

During any interview/presentation you will have an opportunity to explain or clarify information given in your application and provide further evidence of your suitability for the role.

## **NOTIFICATION**

Once the successful applicant has accepted the nomination for the advertised role, other applicants will be notified by the Panel Chair that an outcome has been achieved. Notification will be via email and you will need to monitor your email address throughout the process. Once all applicants for a department vacancy are notified, there may be a 7-day period in which the applicants can request a review of the decision based on a significant irregularity that impacts on the outcome of the panel process. Applicants may request feedback on their applications during the 7-day period.

## **POST SELECTION FEEDBACK**

All applicants are entitled to receive feedback from the Selection Panel once the process has been completed. Feedback may be requested from the Chair of the Panel within eight weeks of a nomination being made for the vacancy.