

**Courts  
Administration  
Authority**  
SOUTH AUSTRALIA



COURTS ADMINISTRATION AUTHORITY

# Applicant's Kit



Thank you for your interest in applying for a position at the Courts Administration Authority (CAA). This information is provided to guide you through the recruitment and selection process and to maximise the chances of your application being successful.

## Working at the Courts Administration Authority

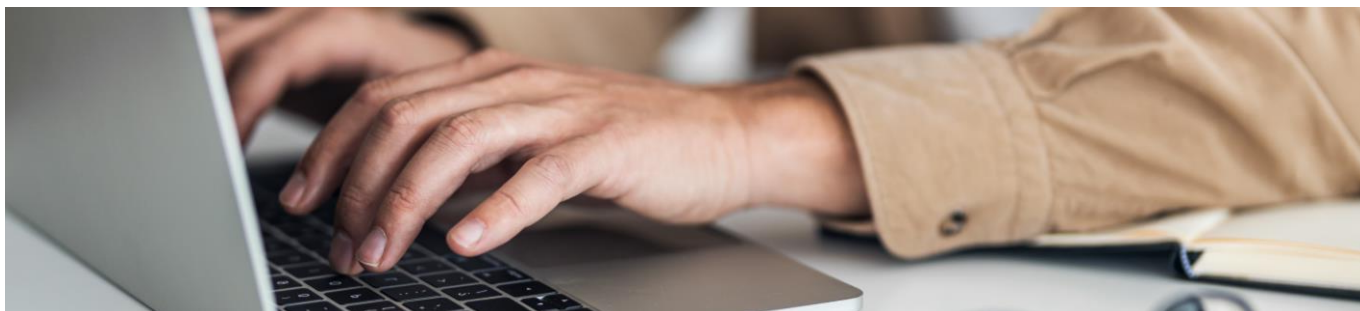
We are a diverse organisation, supporting the South Australian Supreme, District and Environment, Resources and Development (ERD) Courts, and the Magistrates, Coroner's and Youth Courts in Adelaide CBD and several suburban and country locations.

Our aim is to provide excellent services and facilities to the participating courts and court users, in support of the administration of justice. Our strategic directions and daily activities are guided by our values – service, trust, sustainability, honesty and integrity, courage and tenacity, respect and professionalism.

Our vision is to meet the changing needs of our courts and community. We want to put people first, have modern courts, smarter services and provide exemplary performance by ensuring delivery of the right information to the right people at the right time.

For further information on our organisation, click [here](#).





## Eligibility to Apply

To accept an ongoing offer of employment within the CAA you must be an Australian citizen or have permanent residency status. To accept a term (temporary) or casual role you must be an Australian citizen 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 Immigration and Border Protection website](#).

Please note to be eligible to apply for vacancies within the CAA the following applies:

- Vacancies identified as 'SA public sector employees only' means you must be currently employed within the SA public sector.
- Applicants must not have accepted a voluntary separation package or a worker's compensation redemption from South Australia public sector agency within the relevant period.

## The Job Profile

Selection processes will be based on assessment of your application against the requirements of the role as summarised within the Job Profile. The selection criteria section of the job profile outlines the desired and mandatory capabilities required to perform the duties of the job. It is recommended that you carefully read the Job Profile to understand what the role entails before applying for the role.

## Application Enquiries

All enquiries regarding a vacancy are to be directed to the nominated enquiries person. This person can assist with information relating to the area of work and specific requirements of the role. Short listed applicants requiring accessibility modifications should contact the relevant enquiries person prior to attending an interview.

## How to Apply

To submit your application, go to the [IWorkForSA](#) website and search for the Courts Administration Authority advertised vacancies in the 'Agency' field. After finding the appropriate vacancy, please apply by following the prompts on the screen.



## Applications

All employment opportunities within the Courts Administration Authority are filled through merit based selection processes. The primary function of an application is to provide evidence of your skills, abilities, and work experience. All applications submitted will be treated as strictly confidential. Applications will not be shared with other parties without the permission of the applicant or owner of the information.

To be considered for a position at the CAA, applications **must** contain:

### 1. Resume

Your resume should outline your name, contact details, employment history (*displaying the most recent job first and working backwards*), and focusing on your most recent and relevant experience, skills and knowledge. It should include your qualifications, professional and personal development activities and any significant achievements.

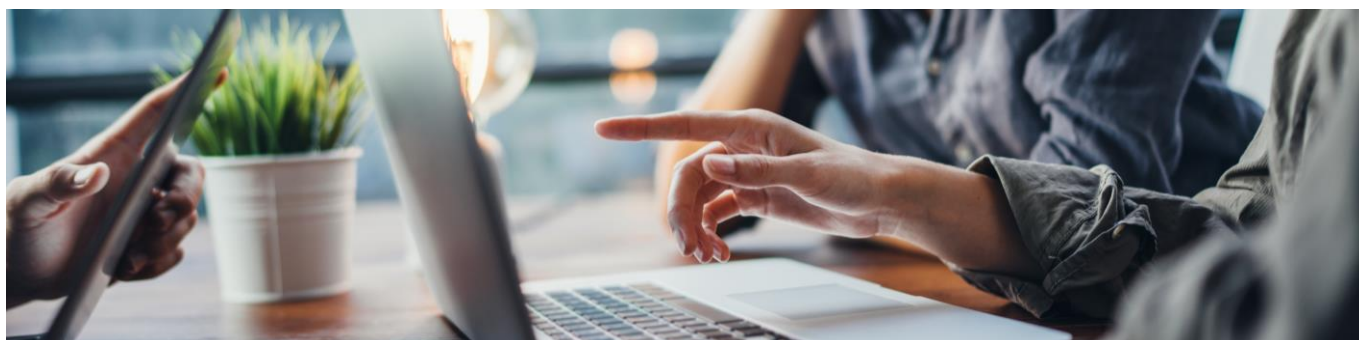
### 2. A covering letter of application

Make clear the title of the role and include the vacancy reference number in the cover letter. Using the Selection criteria from the Job profile as a guide, your application should demonstrate a clear connection between your qualifications, skills, experience and knowledge against the key requirements of the role. In writing your response to the selection criteria it is recommended that you follow the STAR approach model which stands for; Situation Task Action Result. This means use actual, specific examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job. The cover letter and application should be no longer than three (3) pages unless specified otherwise in the job advertisement.

#### What is the STAR model?

The STAR model is one way of presenting information against selection criteria. For each criterion, think about the following and use these points to form sentences:

- **Situation** - Set the context by describing the circumstance where you used the skills or qualities and gained the experience
- **Task** - What was your role?
- **Actions** - What did you do and how did you do it?
- **Results** - What did you achieve? What was the end result and how does it relate to the job you are applying for?





Using the STAR method, we've come up with an example of how you might plan and set out your evidence.

- **Situation** - role as Research Support Officer at *XYZ Bank*.
- **Task** - needed to ensure that managers were kept informed of policies and procedures.
- **Action or approach** - initiated monthly newsletter, which was emailed to each manager. Took responsibility for writing the main articles. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected managers' needs in terms of content and language.
- **Results** - led to improved lines of communication between managers and the Research Support Unit. Feedback was consistently excellent. Received divisional achievement award for newsletter quality.

Once this has been achieved, you can then write the draft paragraph in full. For example:

*As Research Support Officer at the XYZ Bank, I needed to ensure that managers were kept informed of policies and procedures. To do this, I initiated a monthly newsletter, which was emailed to each manager. I took responsibility for writing the main articles in each publication. This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected the needs of managers, both in terms of content and language. I received consistently excellent feedback in relation to the newsletter from these internal stakeholders and my own manager. I received a divisional achievement award for the quality of the newsletter. Importantly, this initiative resulted in improved lines of communication between managers and the Research Support Unit.*

Remember to use only one or two of your strongest examples to respond to the selection criteria.

### 3. Referees

The name, position title and contact details of at least two contactable referees must be provided. This should include a current manager or supervisor if possible. Your referee must be able to comment on your work performance and abilities in relation to the vacancy advertised.

### 4. Supporting Documentation

You are encouraged to provide any other relevant documentation such as certified copies of essentially stated qualifications that you feel may support your application.

Work Visas or residency permits should also be provided as supporting documentation.



## Recruitment Pool

The Courts Administration Authority maintains registers of people interested in obtaining temporary employment with the court and applications for these roles will be accepted at any time. These registers (or pools) are used to fill short term vacancies and opportunities for longer term contracts and ongoing positions may arise from time to time. They are used to allow managers to search for suitable candidates when a vacancy arises.

Applications will be held on file for a period of 12 months. Candidates may be contacted to assess suitability and availability as employment opportunities arise. Recruitment pools are advertised on the [WorkforSA](#) website.

## Child Related Screening and Criminal History Checks

All shortlisted applicants must complete a Pre-Employment Declaration Form. The Pre-Employment Declaration requires the provision of true and correct information regarding disability or medical conditions, as well as criminal, employment and other history relevant to the role.

People working or volunteering with children in South Australia must, by law, have a Working with Children Check (WWCC). If the position you are applying for requires this check, it will be identified within the job advertisement and the job profile. A WWCC will need to be obtained prior to any offer of employment for these roles in the CAA. Details of where you can obtain this check are available on the DHS Screening website.

Appointment is also dependent upon a current National Police Certificate that the CAA finds satisfactory. If shortlisted for interview, you will be required to provide the selection panel with the Certificate, at your own cost, and it must be no older than 12 months.

All information in the National Police Certificate and any disclosures made in the Pre-Employment Declaration will remain private and confidential.

## Notifications and Timeframes

Applications must be received by the closing date specified within the advertisement. Acceptance and consideration of any late applications is at the discretion of the selection panel. Your email address will be used for contacting you about your application. An automatic reply will be sent to your email address, confirming receipt of your application. Applicants can obtain feedback on their applications by contacting the nominated enquiries person. If you have registered an interest in a Recruitment Pool, your application will be held on file for a period of 12 months.



## The Selection Process

A selection panel consisting of a minimum of two (2) people will be convened for the selection process. Panel members will be selected based on their technical knowledge and understanding of the requirements and outcomes of the role.

All appointments will be made using merit-based selection principles. Selection on the basis of merit means the grounds for decisions on the selection and appointment of staff must relate directly to the inherent requirements of the role, and a person's skills, knowledge, qualifications and experience. The selection process may involve a range of selection techniques which can include an interview(s), practical exercises, work samples, aptitude and ability tests, structured group and/or individual exercises.

## Attending an Interview

If you are selected for an interview, you will be contacted by phone or email and advised when and where the interview will be. Generally, you will be notified at least two working days prior to the interview. The Chairperson of the selection panel will notify all people who have attended for interview of the outcome of their application.



## Post Selection Feedback

Post selection feedback is available to all applicants upon request. This can be arranged by contacting the nominated enquiries person. This feedback will be based upon an assessment of the applicant's suitability in regard to each of the selection criteria.

## Aboriginal Employment Register

The CAA encourages recruitment from the Aboriginal Employment Register and recommends potential applicants sign up by registering your interest with the [Aboriginal Employment Register](#). This register is an effective recruitment tool for Aboriginal employees across government. Part of this service includes career advice and support for potential and successful applicants. The CAA also advertises job vacancies on [IWorkForSA](#), [Koori Mail](#) and regional newspapers.



## Applicant Checklist

- Review the **Job Profile** and assess your suitability for the role.
- Read the **CAA Applicant's Kit**.
- Ensure your **eligibility to apply** for the vacancy and complete the Pre-Employment Declaration.
- Contact relevant enquiries person if you have **any queries regarding the vacancy**.
- Upload your **cover letter, resume** and **Pre-employment Declaration**.
- Provide names and contact details of at least **two current referees**.
- Submit your application** via [IWORKFORSA](https://www.workfor.ca) website. All applications must be submitted online.





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