

# Attorney-General's Department Job Application Guide

Thank you for your interest in applying for the advertised vacancy within the Attorney General's Office (AGD). The following information is provided to assist you in submitting your application for the role.

## About the Attorney-General's Department

With over 1,700 staff, the Attorney-General's Department (AGD) forms an important portfolio within the South Australian Government. AGD provides high-level legal services and advice to Ministers and agencies across the whole of government, specialist policy advice, regulation and compliance, and direct service delivery to the public.

The AGD's vision is one of an inclusive, safe and fair South Australia. The AGD strives to promote justice through protecting rights and holding people to account according to the law, improving safety, and contributing to an efficient and fair justice system.

The Attorney-General's Department is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion.

Aboriginal and Torres Strait Islander People and people with disability are strongly encouraged to apply.

We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace. If you have any support or access requirements, we encourage you to advise us at the time of application.

The South Australian public sector supports flexible ways of working including part-time working arrangements wherever reasonably possible. The sector is diverse and desires to increase in diversity and to create opportunities for more South Australians.

**Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory. Successful applicants will be provided with further information if an interview is requested.**



## Applying for a vacancy

A job application is often the first contact the selection panel has of you. As the application informs the panels' decision to short list applicants for an interview, it is important to ensure that you adequately address your suitability for the role.

Download and read the Job & Person Specification carefully. If you have any questions relating to the role, or wish to gain further information, please contact the **enquiries person** as listed in the job advertisement.

This vacancy is advertised via our **Career Portal**. By clicking apply, you will be taken to the career portal, where you will need to create a profile to apply for this role.

Unless the job advertisement specifies otherwise, the following information is required when applying for a vacancy in AGD:

- A **Cover Letter** addressing the criteria of the role. The name of the role, vacancy number and where it was advertised needs to be clearly stated. Discuss your employment background, reasons for applying for the role and why you believe you would be suited to the team/organisation (refer to tips for addressing your role suitability). Cover letters should be clear and concise (2 pages maximum unless stated otherwise in the job advertisement).
- A **Curriculum Vitae** with the names and contact details of 3 referees (preferably including your current manager)

All mandatory questions within the Career Portal application process must be completed to be able to apply.

**NOTE:** A **Pre-Employment Declaration** will only need to be completed if invited to attend an interview for the role.

### Tips for addressing your role suitability

- It is vital that you demonstrate that you have the essential technical expertise outlined as required for the role and where possible that you have the desirable technical expertise
- If one of the requirements is knowledge, it can be useful to demonstrate this by briefly discussing the topic and how your knowledge has been applied in your work
- Whilst some areas may require greater explanation than others, be as succinct as possible
- Use relevant examples of how these have been demonstrated in the past (and how they directly relate to the responsibilities/duties of the role)
- Your ability to meet several requirements can be demonstrated in one example.

AGD's leadership approach sets out the expectations of leadership across our organisation, across the central themes of self-awareness, trust and teamwork. Our leaders....



...are self aware

Reflect and adapt

**Seek feedback** - about yourself and your own performance from staff/peers/manager/client

**Understand yourself** - what are your own strengths, unconscious biases and areas for development?

**Know your impact on others** - how own behaviour is received by others? How do others react to you?

**Be flexible** - adjust your own behaviour/style to suit others' needs



...build trust

Understand and support

**Listen** - to others

**Create connection and belonging** - get to know employees as a worker and person; understand how people feel valued

**Empower employees to make decisions** - involve them in decision making

**Be fair and consistent** - follow through on your commitments to avoid disappointment

**Show empathy, care and consideration** - be aware and supportive of personal/wellbeing needs



...build teams

Communicate openly and honestly

**Set clear direction and expectations**

**Promote and role model ethical behaviour** - be intolerant of incivility

**Be transparent** - explain the why not just how and what of a task/change/decision

**Provide regular, timely feedback** - to encourage growth and development

**Be open** - share your own thoughts and ideas and encourage others to do the same without consequence