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# 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.**



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## Applying for a vacancy

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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 Technical Expertise requirements for 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 People and Leadership Expectations

AGD's People and Leadership Expectations is a framework to guide staff and leaders about the behaviours and attitudes that is both expected of them, and that drives success.

The framework is relevant for all staff. Business units may choose to develop more targeted goals or adapt the expectations to suit their needs.

Additional expectations are described for staff in leadership roles or those seeking to be leaders.



**All staff are expected to:**



**In addition, leaders are expected to:**

## SELF AWARENESS

- Seek feedback from others
- Understand your style, strengths, biases, and development areas
- Know your impact on others
- Be flexible
- Be honest with yourself



- Be accountable for decisions
- Offer assistance, support to staff
- Encourage staff to self-reflect
- Role model the expectations

## BUILD TRUST

- Listen to others
- Build productive relationships
- Participate in decision making
- Be fair and consistent
- Show empathy, care and consideration



- Motivate staff
- Encourage and empower others to contribute
- Treat all others fairly to build trust
- Support the wellbeing of others

## BUILD TEAMS

- Set clear direction and expectations for yourself and others
- Promote and role model ethical, respectful behaviour
- Be transparent
- Provide feedback to encourage growth and development
- Be open



- Set clear and realistic expectations for staff
- Act on inappropriate behaviour
- Encourage and support growth and development of staff

