



Emergency Services Sector – Job Application Guidelines

This information is designed to assist you with your application for a role within the Emergency Services Sector (ESS).

Selection and Engagement

Selection and engagement processes within the ESS are guided by the *Public Sector Act 2009* and are based on the merit of applicants' abilities, aptitudes, skills, qualifications, knowledge, experience, and personal qualities as listed in the Essential and Desirable Attributes of the Role Description.

The ESS is an Equal Opportunity Employer where your application will be considered on a proper assessment of merit regardless of race, gender, gender identity or expression, sexual orientation, disability or age.

Before you commence your application

- Read the Role Description thoroughly
- Contact the Enquiries Person should you have any questions or wish to gain further information about the role
- Access relevant internet sites to understand more about the organisation

Eligibility

Australian citizens, permanent residents and non-Australian citizens are eligible to apply. If you are a visa holder - whether it be temporary, provisional or permanent - it must be valid and permit you to work in Australia.

Applicants can check their work rights using the [visa entitlement verification online \(VEVO\)](#).

Employees who have separated/whose employment terminated upon resignation as part of a TVSP seeking reemployment in the public sector.

Employees who have received a TVSP and as a condition resign their employment in the South Australian Public Sector, are not entitled to seek employment or be employed in the South Australian Public Sector (as broadly defined in the Guidelines) for a period that coincides with the number of weeks of the payment to them as part of the TVSP, unless they repay to the Crown a sum equivalent to the number of weeks' pay or part of a week remaining in the nominal period by reference to the number of weeks' remuneration paid to them upon termination.

<http://www.treasury.sa.gov.au/our-department/news,-media-and-publications/publications>

Please contact Human Resources on 08 8115 3946 should you need any more information.

Job Application

Your application should consider:

1) A cover letter outlining:

- The title of the role and include the vacancy number
- An application response to the questions below in [Appendix 1](#)

2) A Curriculum Vitae or Resume (Should contain the following information)

- Name and address
- Contact details (i.e. home / mobile / work phone number, email address)
- Educational details
- Employment history (displaying most recent job first and working backwards)



- Relevant experience / studies
- Professional and personal development activities
- Significant achievements
- Three current referees (include their full name, position title, working relationship to you and current contact details)

3) Provide evidence of Essential Qualification(s) listed in the Role Description (original documents may need to be presented at interview)

Important Information:

Selection Panels are not responsible to follow-up or to further consider incomplete, inadequate, and/ or late applications.

Successful applicants will be required to satisfactorily complete a National Criminal History Record Check prior to employment.

Please see next page.



Appendix 1

Team Leader, Warehouse Operations and Logistics

The South Australian State Emergency Service (SA SES) is a volunteer-based emergency service organisation that helps the South Australian community 24 hours a day, 7 days a week. We rely on skilled, motivated and adaptable people to support our mission of saving lives, protecting property and building community resilience. We have over 1800 volunteers and a staff cohort of 80 who are predominately based at Richmond Road, Keswick, South Australia.

The **Team Leader, Warehouse Operations and Logistics** is responsible for ensuring assets are managed efficiently, safely and in accordance with organisational requirements.

When preparing your application for this role, we want you to consider *what* relevant skills and experience you have that will enable you to succeed in this role. In addition to that, we want you to consider *why* you will be a good fit for our organisation.

Please start by providing a maximum of 500 words detailing how your skills and experience align with the core capabilities of the role as outlined in the Role Description. Then, please answer the below questions using a maximum total of 500 words combined for the listed questions.

1. Relevant skills and experience (maximum 500 words)

How do your skills and experience align with the core competencies of the role as outlined in the Role Description?

Using examples will help to illustrate your skills.

2. Why SA SES? (maximum 500 words total for the responses to questions, 2, 3 and 4)

What draws you to want to work with the SA SES and contribute to our mission of helping communities in times of need?

Do you have experience working or volunteering within the emergency services sector and/or within operational roles? – If so, please detail that here.

3. What motivates you at work?

Tell us about the types of work or challenges that energise you most and what makes you want to go the extra mile?

4. Collaboration and values

What do you consider to be your personal values and how do they direct you in your work?