

Guide to Applying for a Vacancy



This document is designed to assist you to apply for an advertised vacancy within the Department of Planning, Transport and Infrastructure (DPTI) by providing you with information about the recruitment and selection processes adopted within DPTI.

Before You Start Your Application

Carefully read the vacancy advertisement and the role's Job and Person Specification or Role Statement. Feel free to speak with the contact officer about the vacancy and ask questions or request further relevant information.

Information about eligibility to work in Australia and related matters may be found on the Department of Immigration and Border Protection website at <http://www.immi.gov.au> and the Immigration SA website at <http://www.migration.sa.gov.au>

Recruitment and Selection in DPTI

Selection and employment procedures in the department are guided by the *Public Sector Act 2009* and guidelines of the South Australian Commissioner for Public Sector Employment. The Government of South Australia is an equal opportunity employer.

All selection decisions are free from discrimination or favouritism. They are based on an assessment of the merit of applicants' educational/vocational qualifications, personal abilities/aptitudes/skills, knowledge and experience. Potential for development could also be considered.

Safety is a core value of the South Australian Public Sector and a copy of our Chief Executive's Commitment to Safety is attached.

The Role Description

The role is described in the **Role Statement** (also called a '**Job and Person Specification**' or '**Duty Statement**'). The Role Statement contains information about:

- the location of the role within the department
- the role's functions
- the reporting and working relationships
- any special conditions associated with the role
- the outcomes, duties and responsibilities expected to be achieved by the person performing the role
- the **Selection Criteria** for the role



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The **Selection Criteria** provides:

- a list of the essential criteria a person needs to effectively undertake the responsibilities and duties of the role, such as qualifications, abilities, aptitudes and skills, experience and knowledge. For each capability listed, the skill or behaviour required is described as well as the level or extent to which the occupant needs that skill to perform well in the role.

Some examples of the wording used to describe the levels or extent of the skill or behaviour that the role occupant needs are:

- 'knowledge of' means that you understand the requirement;
- 'demonstrated' means that you have actually performed the activity or used the skill in the past;
- 'thorough', 'sound' or 'high level' indicates that you have an advanced level of knowledge or skill.

Writing Your Application

It is the responsibility of a selection panel to recommend the applicant who best meets the requirements of the Role Statement in accordance with the principle of merit contained in the *Public Sector Act 2009*.

Based on the applications received, the selection panel makes an initial assessment of an applicants' merit in relation to the essential requirements of the role (as listed in the Role Statement), and decide whether the applicant warrants further consideration.

Therefore, to maximise your chances of being considered further, you must demonstrate in your application that:

- you meet the requirements of the **Selection Criteria** in the Role Statement, and
- you are capable of carrying out the duties of the role concerned.

Applications should contain:

1. A completed **Cover Sheet** quoting the vacancy number. This document is attached to the advertisement for the role.
2. A **covering letter** of up to two pages providing sufficient information to demonstrate your suitability for the role.
3. Your **Curriculum Vitae or Resume**, which should include:
 - name, address, email and telephone contact numbers (work and home)
 - current role title (and remuneration level if currently a Public Sector employee)
 - education details
 - employment history (at least over the past 10 years) and other relevant experience/history
 - two current referees (include their names, role titles, addresses and telephone numbers). One of your referees should be your immediate supervisor or manager
4. An **Employment Declaration** must be completed. This document is attached to the advertisement for the role.

Qualifications

If you have relevant academic or technical qualifications gained overseas, refer initially to the Department of Immigration and Border Protection website at <http://www.immi.gov.au/>. You will also find here information regarding the Skilled Occupations List and details of the relevant assessing bodies for the occupations. There may be a fee that you will need to pay for the assessment to be undertaken.



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Need Further Information?

If you need further information about the vacancy you are interested in, please direct your enquiries to the contact officer for the vacancy as listed in the advertisement.

For more information about the Department of Planning, Transport and Infrastructure visit our website at <http://www.dpti.sa.gov.au>.

If you need further clarification about the department's recruitment, selection and employment procedures please contact Human Resources by telephone (61 8) 8343 2616 or 8343 2600.



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Chief Executive's Commitment

2015-2020

Safety and Wellbeing in the Public Sector

Commitment

Safety is at the centre of everything we do in the Department of Planning, Transport and Infrastructure (DPTI). The health and wellbeing of our workforce is a priority for the department and we extend our commitment to safety and wellbeing to all contractors, visitors and members of the public.

As Chief Executive, I am committed to demonstrating leadership in health, safety and wellbeing. I am committed to pursuing the Premier's Zero Harm Vision. In the event of injuries occurring to our employees, I am committed to striving to return 100% of those employees to meaningful work.

All injuries are preventable. It is my goal to ensure that every workplace in the department demonstrates a culture that is safety and health conscious, and is committed to the physical and psychological wellbeing of its employees. I am committed to reducing the impact of workplace injuries and illnesses on employees and the community.

Leadership, Accountability and Values

Each senior manager is to demonstrate leadership in driving safety culture in the department, and to foster a healthy work environment through the implementation of behaviours that demonstrate our departmental values of Collaboration, Honesty, Excellence, Enjoyment and Respect.

Integrated Risk Management

Management of safety and wellbeing risk will be integrated into our overall operational risk management strategy. Risks which have a potential to cause harm to our workforce and to the community will be identified, controlled and managed.

Effective Measurement and Evaluation

I will monitor the performance of safety and wellbeing throughout the department and drive continuous improvement in all elements of our work health and safety management system.

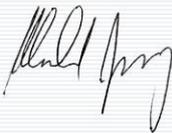
The DPTI Work Health and Safety Strategic Plan 2015-2020 will assist in the development of a safer and healthier workforce through the implementation of objectives that:

- Improve hazard and risk management processes;
- Seek to continuously improve our Work Health and Safety system;
- Build the capability of staff to actively manage health and safety issues;
- Promote health and wellbeing initiatives; and
- Actively manage and support injured workers.

Shared Responsibility

To achieve the goals of Zero Harm, 100% Return to Work and a healthy workforce, I remind all employees of the department that they have an essential role to play in ensuring workplaces are safe and healthy. Each of us has a responsibility to ourselves, our fellow workers, to the public and the community, for safety and wellbeing. I seek the commitment of everyone in continuing to make our work environment safe and healthy and to contribute to the wellbeing of themselves and their fellow work colleagues.

I am committed to working with you to achieve this vision.



Michael Deegan
Chief Executive
Department of Planning, Transport and Infrastructure
January 2015

