

Guide to Applying for a Position with the EPA

1. Introduction

Thank you for your interest and applying for a role within the Environment Protection Authority (EPA). This information describes EPA's recruitment and selection process, and aims to assist you with your application.

2. Important Information

Please note: If you are a past employee of the South Australian public sector who has received a separation package, you will not be eligible to be re-employed in the SA public sector for a three (3) year period from the date of your separation. Restrictions also apply to former employees who have received a package being contracted by the SA Public Sector, directly or through a third party.

3. Before you start your Application

- If you require further information contact the enquiries person listed on the advertisement.
- Obtain the Role and Context Statement to help you understand the role and your suitability for the role.

4. The Role and Context Statement

The Role and Context Statement provides a summary of the primary purpose of the role and its responsibilities or duties. It also describes the key relationships / interactions, the key outcomes expected of the incumbent and any key challenges and special conditions that may be applicable.

Role Context

Outlines the purpose and context of the EPA and the relevant Division and provides an insight into the role.

Occupational Health, Safety and Welfare (OHSW) Position Profile

Outlines the frequency of potential workplace hazards as well as the required OHSW general and specialised training.

Selection Criteria

The Selection Criteria section of the Role Statement describes the skills, knowledge, aptitudes, attitudes and qualifications that are required to achieve effective performance in a role. Although each role requires many different capabilities, the essential criteria in the Role Statement contain the capabilities most essential in the role. For each criterion listed, either the skill or behaviour required is described as well as the level or extent to which you would need the skills to perform well in the position, e.g. high level, knowledge of, understanding of, demonstrated or proven ability to, etc. Generally, an applicant must meet all the essential criteria to be considered for an interview.

You are required to respond to each selection criteria within your application as you will be assessed against these in the shortlisting process.

The Role and Context Statement also includes a set of Desirable Qualifications and Selection Criteria. These criteria, while not essential for performing the role, can enhance the incumbent's performance and the achievement of outcomes. We ask that you briefly address the desirable criteria if applicable as the panel may use this information to

differentiate between those applicants who meet all of the essential criteria to the same or a similar extent.

Essential Qualifications

You will need to list the qualification/s as required in the Role and Context Statement in your application and provide a copy of your qualification/s.

5. Preparing and Submitting your Application

When writing your application:

- Please specify the job vacancy number from the advertisement
- Include any pertinent supporting documentation (e.g. proof of qualifications)
- Address all essential and desirable selection criteria in the Role and Context Statement

The Special Conditions section located in the advertisement will address what your application needs to include. Your application may need to contain the following:

➤ **Covering Letter**

A covering letter introducing yourself, providing a summary of your suitability for the role, and clearly stating the job vacancy number, title of the role, your name, address and contact details. One page is considered sufficient.

➤ **Responding to the Selection Criteria of the Role Statement**

To be considered for short-listing, you must demonstrate that you meet the essential selection criteria of the Role Statement. Your application however should also address the desirable selection criteria if applicable.

Candidates will be short-listed for the next stage of the selection process according to how well they demonstrate their ability to meet the essential selection criteria of the Role Statement.

The following are some key points you need to know about addressing the Role Statement:

- Your application should respond to criteria outlined in the Role Statement.
- You will need to address each criterion separately, ensuring that it is clearly identified.
- You should provide evidence that you have the capabilities required for the position for which you are applying. Evidence is an example or several examples of specific times when you have demonstrated the particular capability either in work or community experiences.
- Depending on the criterion in question, it might be more appropriate to describe one situation in rich detail (e.g. a situation about conflict resolution) or, alternatively, provide a list of ways in which you demonstrate the capability daily (for example, time management/organisational skills).

Examples on how you may respond to a particular criterion can be seen in Appendix 1.

➤ **Curriculum vitae**

Your *curriculum vitae* should include your personal details, relevant work history, education, training courses, qualifications and professional memberships. When listing your relevant work history you should include dates/period of employment and duties and responsibilities for each position, and list in chronological order commencing with your current/most recent position.

➤ **Referees**

Three referees should be nominated in your application, one of whom should be your immediate supervisor or manager in your current (or most recent) employment).

Note: It is acceptable to nominate a person as your referee even if they will be a member of the selection panel, provided they are a logical choice, e.g. your current immediate supervisor/manager.

➤ **Qualifications**

A copy of your qualification(s) must be submitted with your application.

6. Submitting your Application

Please email your application to epaapply@sa.gov.au on the specified closing date. If you do not have email access please forward your application marked 'Confidential' to HR Client Service Officer, People and Capability, GPO Box 2607, Adelaide SA 5001. Applications will be formally acknowledged upon receipt by the HR Client Service Officer after the closing date.

7. Closing Date for your Application

EPA advertised positions have a specific closing date and time. Your application must be received by that date and time. Applications will need to be submitted by 5pm unless the vacancy states otherwise.

8. Feedback

Once you know the outcome of your application, you may request feedback from the panel chairperson. Feedback will be based on the selection panel's assessment of your suitability in relation to the selection criteria.

9. Right to Work within Australia

If you are applying for a position with the EPA, you **must** have the right to work in Australia for the period of the position. The EPA is entitled to ask for evidence of an applicant's right to work. Further information on your eligibility to work in Australia can be obtained from:

<http://www.immi.gov.au/media/publications/compliance/guide-on-work-rights/>

If you are applying for an ongoing vacancy you must be an Australian Citizen or have a Permanent Resident Visa. If you are applying for a contract vacancy, then you must be an Australian Citizen or have a Permanent Resident Visa or have an Australian Work Visa which allows you to work in Australia for the period of the employment contract.

10. Overseas Qualification

All overseas qualifications which you possess (whether they are an essential or a desirable qualification as specified in the Role Statement) must be supported by a written assessment from the Skills Recognition Services - Overseas Qualifications Units (Immigration South Australia) informing the EPA what your qualifications are equivalent to in Australia, in your application. If you are an Australian or New Zealand citizen, a permanent resident of Australia or a non-resident or temporary resident who has a visa to work or study in South Australia the Overseas Qualification Unit (OQU) provides assessments and advice to people who have academic and technical qualifications from other countries. Further information on the process can be obtained from <http://www.skills.sa.gov.au/training-learning/recognising-skills-and-overseas-qualifications/recognition-of-overseas-qualifications> or <http://www.migration.sa.gov.au/live-work/working-here/recognition-of-overseas-qual>.

11. The Selection Process

Applications received by the closing time will be evaluated by the selection panel. Short-listing of applications for interviews may take approximately 2 to 3 weeks after the closing date. Applications that do not address the selection criteria of the Role and Context Statement may be disadvantaged.

If you are selected for an interview, an officer from the EPA will contact you to organise a time for an interview. Details of the interview, and any presentations or assessments you will need to do will be provided to you before the interview. If you have special requirements (e.g. wheelchair access or an interpreter for hearing impaired persons), please advise the position contact officer who will make arrangements to assist wherever possible.

Selecting the right person for the job

Your application for the role will help us to decide whether to discuss and/or assess your capability to do the job further. If your application indicates that you are able to meet the essential selection criteria in the Role Statement, we may invite you to attend further selection processes. If you are invited to attend further selection processes you will be informed of the approach being used to assess your competencies.

All unsuccessful applicants will also be notified.

12. Need Further Information?

Please request any further information you need from the contact officer specified in the advertisement for the role you are interested in.

We wish you every success with your application.

Appendix 1

Example of addressing the Selection Criteria in the Role Statement

“Ability to develop and manage efficient work plans for complex projects/activities involving a number of elements/groups”

Poor example:

My work team needs to plan and organise lots of projects. There are monthly reports to submit, a number of competing priorities as well as the usual work that comes in from customer enquiries. We are a tight team and don't mind staying late to ensure the work is completed before we leave every day. We always work hard, but no more so than lately when one team member has been absent from work for over two weeks with illness.

Comments:

There are several pitfalls in this response. Firstly, the applicant/candidate continually refers to the work team—‘we’—when responding to the capability. As a result, it is unclear whether the applicant or someone else in the team has demonstrated the capability in question. In your application, check that your response clearly reflects what you have achieved. Secondly, the response provides some recognition about the capability in question, but lacks detail about how the candidate demonstrates the organisational or planning skills to manage competing priorities and commitments.

Good example:

Sound planning and organisational skills have been critical in my current role as the ‘lone’ Human Resources Development (HRD) Consultant in an agency of 730 staff. I am responsible for providing input to the XX (Agency) Strategic Plan, planning corporate training programs, and planning training programs using internal and external consultants to meet the business objectives, managing the budget of \$XX and leading XX project.

In order to manage this workload with no administrative support I:

- use Outlook Calendar, to which all team members have access, and paper diary as a backup to prioritise daily tasks and track monthly goals, targets and outcomes
- develop and maintain electronic files and use technology as effectively as possible to maximise time. I develop templates for recurring tasks and documents to save time and so that team members can find information as required.
- invest adequate time to plan project work by producing a plan of action and monitoring the progress of the plan so that overall objectives are achieved
- take the time to establish project teams and to understand what motivates each team member, what level of skills they bring and how much and what kind of support to provide.

I have found that careful planning and attention to organisation is essential to ensuring I can keep abreast of the demands facing me in my current position and I constantly need to re-evaluate my work role priorities.

Comments: This high level response provides a comprehensive range of specific examples of the criteria being tested. In each dot point the candidate has provided specific actions and the results gained from these strategies. The amount of examples you provide for each criterion addressed will depend on the level and complexity of the position you are applying for.