

## 1. Introduction

Thank you for considering applying for a position with the Environment Protection Authority. This information describes EPA's recruitment and selection process, and aims to assist you in finding out about the position, preparing your written application and understanding the selection process followed by the EPA.

## 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

The advertisement will specify contact details of a person from whom you can obtain further information about the position. This will help you to understand the exact nature of the position, decide whether the position is of interest to you and also whether you are likely to meet the essential requirements. Please read the information provided carefully, in particular the Job and Person Specifications.

**Our job specifications are broken down into three sections:**

1. The job specification—see below
2. The person specification—see below
3. The working environment—outlines the standard and special conditions of employment associated with the role you are applying for.

### 3a. About the job specification

The job specification provides a summary of the broad purpose of the position and its responsibilities or duties. It also describes the reporting and working relationships, the outcomes expected of the incumbent and any special conditions that may be applicable.

### 3b. About the person specification

The person specification describes the skills, knowledge, aptitudes, attitudes and qualifications that are required of the incumbent for the position. Although each position requires many different capabilities, the essential criteria in the person specification contain the capabilities most essential in the role. For each criterion listed, both 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.

**The essential criteria usually consists of the following of categories:**

- educational/vocational qualifications
- personal abilities/aptitude/skills
- experience
- knowledge

We have also included in the person specification a set of desirable requirements. 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 in your application as we may use this information to differentiate between those applicants who meet all of the essential criteria to the same or a similar extent.

## 4. Recruitment and selection

Selection and appointment procedures in the EPA are guided by the *Public Sector Management Act 1995* and guidelines of the SA Office for Public Employment. The Government of South Australia is an equal opportunity employer.

All selection decisions and appointments are free from discrimination or favouritism. When applying for a position with the EPA we will be determining your capabilities in performing the role. To determine this, we undertake a merit based selection process and applicants are assessed on merit against the knowledge, skills, experience, qualifications, aptitudes and standard of work performance required in the advertised position. The applicant who, on balance, demonstrates the most merit against the requirements outlined in the Job and Person Specification is recommended for appointment.

## 5. Preparing and submitting your application

**When writing your application:**

- please specify the job vacancy number
- be clear, concise and factual
- include relevant skills, knowledge and experience, including any experience you have acquired through community experience (e.g. fund raising might have helped you develop your negotiation skills)
- include any pertinent supporting documentation (e.g. proof of qualifications)
- address all essential and desirable criteria in the person specification, proof-read your application and check your spelling.

**Your application should contain:**

### 5a. *Application for EPA Vacancy form*

This form is provided as part of the EPA's Job Information Kit. Please make sure it is included with your application as it will ensure that your application is registered.

### 5b. *Covering letter*

The covering letter gives you the opportunity to introduce yourself to the selection panel and it should clearly state the job vacancy number, title of position, your name, address and contact details (telephone, e-mail etc) and how your skills and qualifications directly relate to the position. You should explain why you are applying for the position and give a brief summary outlining your application. Depending on the level of the position you are applying for, one page is usually sufficient.

### 5c. *Separate cover addressing the person specification criteria*

To be considered for short-listing, you must demonstrate that you meet the essential requirements of the person specification. Your application, however, should also address the desirable requirements, 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 requirements of the person specification.

The following are some key points you should know about addressing the person specification.

- Your application should respond to criteria outlined in the person specification.
- 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.

### 5d. *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.

### 5e. *Qualifications*

Certain positions note in the Job and Person Specification that tertiary qualification or certificates are required. As part of your application you must demonstrate that you have achieved this level of education. Where possible, please attach photocopies of your qualifications/academic records to your application.

### 5f. *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 immediate supervisor.

## 6. Submitting your application

Please forward three copies plus your original application, marked *Confidential*, to the applications officer indicated in the job advertisement by 5pm on the specified closing date. Applications should be typed and stapled in the top left-hand corner. Please **do not** submit applications in plastic or cardboard folders. Applications received **will not** be returned, therefore you should photocopy any original documentation.

## 7. Closing date for your applications

Vacant positions in the EPA are advertised for a specific period and close at a time and date as stated in the advertisement. The closing time is the time that applications are to be received at the EPA office. In general, late applications **will not** be considered.

## 8. The selection process

Applications received by the closing time will be examined and evaluated by the selection panel. Short-listing of applications for interviews may take up to two weeks after the closing date. Applications that do not address the requirements of the person specification may be disadvantaged.

If you are selected for an interview, an officer from the EPA will contact you to organise a time to conduct the 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.

The selection panel will assess all applicants on the material presented in writing, their performance at interview, the results of any practical tests, and the referees' comments (when applicable). Once the selection panel has completed this assessment process, its recommendations will be forwarded to the appropriate delegate for approval. Once approved, a member of the selection panel will contact you by telephone to advise if you have been nominated for the role. Human Resources will then forward a formal written letter of appointment on completion of the appeal process (refer below). All unsuccessful applicants will also be notified in writing.

**Note:** For further information on the appeal process, please refer to point 10 below.

## 9. Feedback

Once you know the outcome, 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.

## 10. Right of appeal

### Important information:

If you are not already a SA Public Sector employee, or have been employed in the public sector on a temporary, casual or longer-term contract, or have 12 months or less continuous employment in the public sector, you **may not** lodge an appeal against a nomination. There is no right of appeal on the basis of superior merit. An appeal against a nomination may only be made on one or more of the following grounds:

- that the employee nominated is not eligible for appointment to the position; or
- that the selection processes leading to the nomination were affected by nepotism or patronage or were otherwise not properly based on assessment of the respective merits of the applicants; or
- that there was some other serious irregularity in the selection processes, and may not be made merely on the basis that the Tribunal should redetermine the respective merits of the appellant and the employee nominated.

Enquiries relating to the appeal process should be directed to Zoe Cooper [cooper.zoe@dpc.sa.gov.au](mailto:cooper.zoe@dpc.sa.gov.au) or Angela Corletto [corletto.angela@dpc.sa.gov.au](mailto:corletto.angela@dpc.sa.gov.au), Review Administrators, Public Sector Grievance Review Commission or telephone (08) 8226 2881

## 11. 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/>

## 12. Overseas qualifications

All overseas qualifications which you possess (whether they are an essential or a desirable qualification as specified in the job and person specification) must be supported by a written assessment from the Skills Recognition Services - Overseas Qualifications Units (Department of Immigration and Citizenship) 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.immi.gov.au/asri/os-qual-units.htm#sa>

## 13. Need further information?

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

**We wish you every success with your application.**

# Appendix 1

## *Example of addressing the criteria in the person specification*

**“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.