



Tatiara District Council

Job Application Guide 2024



Contents

Welcome	3
Why work at Tatiara District Council.....	3
Applying for a role in Tatiara District Council	3
Before you start your application	3
Write your resume.....	3
Write your cover letter	4
Respond to Key Selection Criteria.....	4
How to address the KSC.....	5
Situation, Action, Outcome approach.....	5
Examples of Key Selection Criteria.....	5
Selection Process	6
Preparing for interview	6
After the interview	8

WELCOME

Thank you for your interest in applying for a role in the Tatiara District Council (TDC)! This guide provides information about working for TDC. Our aim is to help you find out about the role, prepare your application, and understand the recruitment and selection process used in the Council.

WE VALUE

Accountability | Leadership | Respect | Integrity | Community

Why work at the TDC?

At the Tatiara District Council, we strive to provide a flexible and inclusive working environment that appeals to enthusiastic and talented people.

We take pride in our culture of continuous improvement and excellence. We are committed to providing development opportunities for our people, to ensure that we continue to provide the best possible service to our community.

We value our workforce and offer a wide variety of career prospects, flexibility, work-life balance, as well as promotional opportunities and excellent employment conditions. Working for TDC is a hugely rewarding experience, whatever role you choose.

Applying for a Role in the TDC

Selection of employees is based on merit – the extent to which each applicant has the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities to fulfil the role.

Before you start your application

Each vacancy provides a summary of the position and a position description. The advert will also specify contact details of a person from whom you can obtain further information about the position. This will help you to decide if the position is of interest to you and if you are likely to meet the essential requirements.

1 RESEARCH THE ROLE

- Find out what tasks you would be undertaking
- What personal skills and attributes would you need to fulfill these?
- Give yourself three reasons why this type of work interests you
- Research the Council using their website and social media. Find out information for example, what the Council does.

2 IDENTIFY YOUR SKILLS

- Identify the skills, qualities and experiences Council are looking for
- Gather your examples and choose those which have the potential to add value
- Examples could come from your education, training, work experience, voluntary experience, awards, achievements and interests
- Use your examples to demonstrate impact and achievement
- Use heading and bullet points where possible and double-check your spelling and grammar

3 ANALYSE THE QUESTIONS

- **Competency Questions** – answer these using examples of your past experience which best showcase the skills or competencies Council are asking in the position description such as teamwork and leadership.
- **Personal Statements**
Council is looking for evidence that you can write clearly and concisely, choosing information most relevant to the role and your ability to do the job. Pay careful attention to the key selection criteria and make sure you provide evidence of each point

Write your resume

This is your opportunity to showcase your results, achievements and successes. Headings in your resume should be used to structure the document and highlight vital information. Here are some examples:



- Personal details
- Career objective or summary
- Key skills and experience
- Employment history and key achievements
- Training/qualifications/education
- Professional achievements
- Community service/volunteer work
- Referees

Keep your resume between three to four pages depending on years of experience and check it for any spelling, punctuation or grammatical errors.

Use a font that is easy to read and a professional style with consistent formatting. Dot points are helpful to ensure the message is clear.

Sections of your resume, such as work experience and education, should be ordered by date, beginning with your most recent activities.

Certain roles in Council may require specific tertiary qualifications or certificates, which will be outlined in the position description. If you progress to the next stage of the recruitment and selection process, you will be asked to provide an original academic record/transcript to support your application.



We recommend you list your referees on your resume and include your current (or most recent) supervisor/manager, as this is a requirement for being recommended for the position.

Write Your Cover Letter

Motivate Council to read your resume and request an interview by preparing an engaging and confident cover letter which compliments your resume.

Your Council application should be accompanied by a cover letter tailored to the position you are applying for.

The cover letter is an opportunity for you to introduce yourself, demonstrate your interest in Council and the specific position, and motivate Council to read your resume with interest.



Therefore, your cover letter should be:

- Tailored – to the position you are applying for
- Formal - use business letter format
- Enthusiastic – show your enthusiasm for the position and Council; and
- Confident – in your experience and ability to perform the position.

Ask yourself, do I really want this position? If you answer yes, take the time to prepare an engaging cover letter. Your cover letter should not be longer than 2 pages.

Respond to
key
selection criteria

skills
communication
expertise
problem-solving
teamwork

Take advantage of the first opportunity to demonstrate you are the best candidate for Council.

Your response to the Key Selection Criteria (KSC) is your first opportunity to show the selection panel you are the right fit for the position and Council.

How to Address the Key Selection Criteria (KSC)

1

Read and reread the advertisement, KSC and position description

2

Print or save the position description so you can easily refer to it at a later date

3

Highlight key words and consider what the selection panel is looking for

4

List examples to evidence how you meet the KSC – describe relevant skills, experience, training, personal qualities, and expertise

5

Review your list and summarise in two to three paragraphs, how you have demonstrated that you meet the KSC.

6

Ask someone with a fresh set of eyes to proofread your responses

7

Ensure you always check spelling and grammar

This section of your application should not be omitted nor underestimated as it is a key tool the selection panel will use to shortlist for interview. Ensure you respond to all KSC as a minimum, using a professional, report style format.

The KSC should outline the qualities, knowledge and skills needed to perform the position. They are designed to help make the most accurate match between the requirements of a position and the skills of an applicant. No matter how well suited or qualified you are for a position, if you do not address the KSC when required, your application will not proceed through to the interview stage.

The below information presents a guide to answering KSC.

Situation, Action, Outcome Approach

Follow the SAO approach when answering the KSC:

Situation: where and when you did something

Action: what you did and how you did it; and

Outcome: what was the result of your actions?

Ensure when preparing your response to the KSC you:

- Try to address the SAO in no more than two to three paragraphs (avoid writing an essay)
- Use sentences (however some dot points are okay)
- Be factual
- Do not use undefined acronyms or jargon; and
- Show your confidence, however, avoid exaggerations or baseless assertions which are unsupported

Examples to Key Selection Criteria

Sample KSC 1

High level interpersonal skills with ability to communicate issues and concepts effectively with staff, the ability to liaise with a broad range of stakeholders to ascertain and manage their needs.

Sample response

“I am able to foster positive relationships with internal and external stakeholders. In the role of XYZ with the Electoral Commission, establishing strong relationships with representatives from Indigenous organisations was integral to educating Indigenous people on their right to enrol and vote at the XYZ state election. I established these relationships by meeting with key personnel and touching base with them regularly to discuss enrolment matters or matters of interest to their organisation. To develop positive relationships with internal stakeholders I adopted a similar approach, but I also took the time to get to know my colleagues on a personal level by attending staff morning teas and social lunches. In addition, where I required input or assistance with a task from my colleagues, I met personally with each one of them to explain the task and what was required from their respective areas. I then confirmed our conversation in writing with an offer of assistance for completing their task.”

Sample KSC 2

Knowledge or training equivalent to one of the following: a degree with at least 4 years subsequent relevant experience; or extensive experience and management expertise in technical or administrative fields within communications; or an equivalent combination of relevant experience and/or education/training.

Sample response

“I am tertiary qualified in X and X and have over eight years’ experience working in a range of communication based roles. I graduated with a Bachelor of Arts from XYZ University in 2000 and a Graduate Certificate of Marketing from XYZ University in 2005. I worked as the communications officer at the Electoral Commission for 18 months and communications adviser at the X Services Commissioner and X Services Board for four years.”



Selection Process

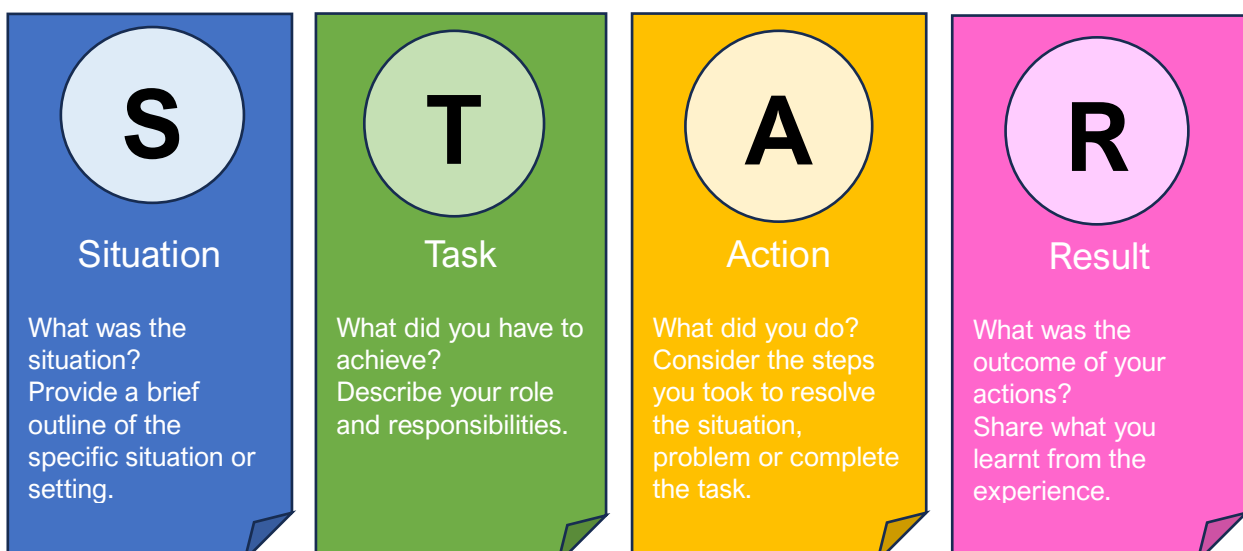
Applications received will be evaluated by a selection panel with shortlisting occurring after the advert has closed.

If you do progress to the next stage of the selection process, you will be provided with details about what that may entail, whether it be an interview, assessment and/or presentation. If you have any special requirements, such as wheelchair access, disabled parking or a sign language interpreter, advise the contact person who will make arrangements to assist wherever possible.

All applicants who apply for a vacancy will be notified of the status of their application. Once you are made aware of 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 and the position description.

Preparing for the Interview

- Ensure you have reviewed the advert and position description and understand the key elements of both.
- Think about the strengths, skills and experience you could bring to the position, and the opportunities it presents for you.
- Know your cover letter and resume. The selection panel will be assessing your verbal responses against these to see if they are a true representation of your skills and knowledge.
- Some questions can be anticipated, so ensure you have thought of some relevant answers to demonstrate your experience in these areas.
- Allow time to research the position and department.
- Prepare a list of questions you would like answered about the role
- Present in a positive and engaging manner.
- Ensure you are on time for your interview and know where it will be held to check what the best transport mode will be. If you are running late, let the selection panel know.
- Interview questions at TDC are behavioural based because evidence suggests past performance is the best indicator of future performance. When answering behavioural questions, you can use examples taken from experience in your work, study, and/or involvement with community groups using the S-T-A-R (Situation–Task–Action–Result) approach:



When preparing your response to interview questions, use the position description to identify the key selection criteria, and mould your examples to these questions.

Common selection criteria include:

- Communication Skills
- Attention to Detail
- Customer Focus
- Resilience, Teamwork
- Persuasiveness
- Initiative
- Decision Making
- Time Management

Example

Please describe a situation when you have had to consider your audience and adapt your verbal communication skills.

Task	I was recently required to address performance concerns with an employee
Situation	The employee was responsible for preparing fabrics for curtains, however there were concerns with the quality of her work and the speed she completed the task. The employee was new to the business and had limited English language skills.
Action	I considered the employees ability to understand English and the significance of the meeting and determined it was appropriate to engage a translator to support our conversation. During the meeting I spoke clearly and articulately and provided the translator adequate time to translate the conversation. I also ensured the employee understood what was being translated. I provided the employee with a letter outlining the expectations of the business which was translated.
Result	Consequently, the employee was aware of our concerns regarding her performance, we addressed those concerns and put measures in place to support her to improve. The employee's performance improved almost immediately which was a fantastic outcome. We also invested in English lessons to support her.

Assistance with Key Selection Criteria

If you require assistance with addressing the Key Selection Criteria, please call Council on 08 8752 1044 and speak to the Manager, People Risk & Regulatory Services.

After the Interview

When all interviews have been conducted, the selection panel will assess each candidate and assign a score based on your interview and the selection criteria.

Candidates will be notified of the outcome as soon as possible; this is usually around two weeks. The preferred candidate will be advised of the next steps in the onboarding process.

If you are unsuccessful in gaining the position with Council, please seek feedback. This will assist you in refining your application and interview responses to better prepare you for other job applications.

Thank you for applying for a position with the Tatiara District Council

Good Luck!