

Application information

The following information is provided to ensure that all applicants clearly understand the requirements of the RTA's selection process and to enable applicants to present their best case for appointment.

Selection processes are conducted in accordance with RTA Recruitment and Selection Policies. The basis for selection is the relative merit of each applicant in relation to selection criteria identified in the Position Description. Selection on merit means that direct competition between applicants will identify the best person for the job.

The Position Description

The Position Description should be read carefully as it describes the nature of the position and the qualities required by the person to perform the job.

Your Application

Applications are to be submitted online through the Queensland Government's Smart Jobs and Careers website. You can access the online application form by using the 'apply online' button at the bottom of the job advertisement.

Although there is no wrong or right way to format your application, you must either address the Selection Criteria listed in the position description or provide a Suitability Statement; depending on what the requirements are for the advertised vacancy.

Remember that the job market is a competitive one, and your application has more chance of attracting interest from the selection panel if it is well presented, succinct and relevant. Note that a separate application must be submitted for each advertised vacancy.

a) Resume

A resume is a short summary of relevant details which is intended to give the Selection Panel information about you to assist in assessing your suitability for the position.

b) Cover letter

This is a very important part of your application.

Addressing the Key Capabilities of the position in your cover letter, gives you the opportunity to convince the Selection Panel that your skills, abilities and knowledge make you the best person for the job. Your cover letter should be approximately 2 pages in length.

The key capabilities that are required for each role are derived from the [Leadership Competencies for Queensland](#). Not all indicators are listed on the position description but are still applicable to each role.

It is highly recommended that your cover letter explains and demonstrates the relevance of your skills and experience against the key responsibilities of the role and how these align to key capabilities of the position in accordance with the [Leadership Competencies for Queensland](#)

The Selection Panel will have no way of knowing whether you will be suitable for the job unless you give them enough information. It is not enough to say, "My record shows that I meet the selection criteria", you are encouraged to use specific examples to demonstrate to the Panel how you meet the key capabilities.

c) Closing Date

Applications, including all requested documentation, must be submitted online by closing date specified on the advertisement.

The Selection Process

The selection process includes consideration of all eligible applications received and a range of selection techniques applicable to the position are used to determine the shortlist. Selection Panels usually consist of two or three members.

The selection process includes:

1. acknowledgement of applications received for the advertised position
2. consideration of eligible applications against the key capabilities, Leadership Competencies Framework and other requirements for the position
3. short-listing of applicants whose written applications demonstrate sufficient merit to warrant further consideration
4. short-listed candidates are invited to participate in a second selection tool, in most cases this is

an interview however can also consist of, work samples, aptitude and ability tests, structured group and individual exercises

5. reference checking of candidates with the highest ratings as assessed by the selection panel
6. recommendation for appointment made and confirmed
7. offer of appointment made to successful applicant
8. outcome provided to unsuccessful applicants

Feedback can be provided to applicants upon request.

a) Shortlisting

Shortlisting (i.e., determining who should be interviewed) is based on how well the information in your application is assessed as meeting the requirements for the position. The Selection Panel's assessment is made on the information you provide, so it is in your best interests to show the Panel clearly how your achievements, skills, experience and knowledge apply to the key capabilities.

b) Interviews

The primary selection technique is the interview. The interview provides candidates with the opportunity to demonstrate that they possess the greatest overall merit to succeed in the position advertised. The interview is structured, with each candidate being asked the same series of pre-determined questions based on the key capabilities in the position description.

Each candidate is asked to provide specific examples in response to these questions. Wherever possible, you should describe actual situations or tasks with which you have been involved which relate to that key capability and demonstrate what actions you took to achieve that task or deal with that situation and what was the result or outcome of your activity.

The Panel may ask you follow-up or probing questions for each capability to ensure that they get the information they require. Your answers are rated according to how well the Panel feels you meet each capability. Therefore, it is suggested that you give some thought to the type of questions that might reasonably be asked and to answers that accurately reflect your capabilities.

The Panel endeavours to meet any reasonable adjustments you may have to be able to attend the

interview, such as building access or communication assistance. If you require any reasonable adjustments,

Please feel free to ask at the time you are contacted to attend an interview.

Each interview normally takes between 30-45 minutes, during which time you will be given the opportunity of asking any questions or seeking clarification from the Panel on any points and tender any additional documentation or information which you feel may enhance your chances of selection.

c) Reference Checks

The Selection Panel will not contact any referee without your consent. If you have any objections to contact with a referee you should raise them with the Selection Panel so that alternative sources may be used.

The most appropriate referees are your present team leader/manager and/or your immediate past team leader/manager. Successful applicant/s may be required to undergo a criminal history check.

Outcome of your application

If you are the successful candidate, you will be verbally advised of the outcome in the first instance. This occurs so that start dates can be discussed.

Successful applicant/s may be subject to a probationary period. Successful applicants will be required to disclose their employment as a lobbyist within one (1) month of taking up the appointment.

All candidates will be advised in writing of the outcome of their application following approval of appointments. Post-selection feedback is provided to applicants upon request to the nominated Panel member.

Appeals and Grievances

If you are a Queensland Public Sector employee, you may appeal against a promotion to a position. The *Public Service Act 2008* should be consulted for further details about promotion appeals.

Further information

If you require any further information, please contact the panel chair on the details provided in the position description or advertisement.