

# Applying for a role

## Things to think about

My capabilities, qualifications and experience

My options. What roles could I perform? What is available now?

Opportunities to build my capabilities and experience. Mobility

How to showcase what I have to offer to an employer

## Key actions

### Take stock of your “transferable” capabilities:

- List your capabilities, based on the **NSW Public Sector Capability Framework** and the **Occupation Specific Capability Set** that applies to your functional area (if any). Capabilities are the knowledge and skills acquired from one role that are ‘portable’ to another role.
- Identify your current level for each capability. Refer to the **NSW Public Sector Capability Framework** document to identify your current capability levels.
- Finally, identify the technical knowledge you have developed throughout your career. This is the specific expertise you’ve developed in a particular ‘practice area’ or type of work. For example, a lawyer may have expertise in the practice area of property law or in immigration law, a programmer may have expertise in using MySQL/PostgreSQL and in building websites using HTML5/CSS3.

### Explore your options

- Look through advertised opportunities on the NSW Government employment website, **iworkfor.nsw.gov.au**, for ideas. Where might your capabilities, technical knowledge and experience be a good fit? How might you apply the capabilities that you demonstrate in your current role in a different environment?
- Discuss your capabilities and career aspirations with your manager. Is a secondment or temporary transfer available, where you can apply and develop your capabilities in a different environment?

### Points to remember

- Be proactive about using the Capability Framework as a tool to manage your own career. Think beyond advertised roles; consider transfer and secondment opportunities
- Make sure your manager knows about your career aspirations so you can be considered for opportunities that are not advertised
- Be honest about your capabilities and your strengths. Be prepared to explain why you would be the most suitable person for a role
- Be prepared to discuss how your experiences demonstrate your capabilities and how you could apply your capabilities in a different role or environment

## Key actions continued

### Promote your capabilities and areas of interest

- Connect with the NSW Government or your agency's profile on LinkedIn to build your network and stay abreast of news and opportunities.
- Put yourself forward for a recruitment pool, advertised on **iworkfor.nsw.gov.au**, and you will be assessed along with a group of other candidates. If you have the right capabilities, knowledge and interests, you will be placed in a pool to be considered for similar roles within and across agencies as they arise over time.
- Join one or more of the **Communities of Practice**, which are structured, sector-wide professional interest groups open to all NSW Government employees. Attend events and make contacts in your area of professional practice to hear about opportunities in other agencies.
- Some agencies use online tools where you can create a profile of your capabilities, knowledge and interests, to be considered for future opportunities. Talk to your manager to find out whether your agency uses one of these tools.
- Use the **Capability Definition Tool** to see sample interview questions for capabilities at the different levels.
- A job application is your chance to showcase your capabilities, technical knowledge and experience. Provide concrete examples, using the **STAR model** to describe the:
  - **Situation:** What was the context?
  - **Task:** What were you required to do?
  - **Action:** What did you do to deliver on the requirement or solve the problem?
  - **Result: What** was the outcome of your actions? Keep it concrete and focus on how you achieved positive results.

### Toolkit

- Occupation Specific Capability Sets
- NSW Government job search: [iworkfor.nsw.gov.au](http://iworkfor.nsw.gov.au)
- LinkedIn
- Capability Definition Tool
- NSW Public Sector Communities of Practice resources
- Career Pathway Template
- Digital Career Pathways Tool (for ICT professionals)
- NSW Public Service Recruitment Pools