

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 levels of 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.
- Complete the Capability Discovery Tool to reflect on your current capability levels.
- You should also identify the technical knowledge you have developed throughout your career, which is specific expertise 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 your career aspirations with your manager. Is a secondment or temporary transfer option available, to 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 and think beyond advertised roles to 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 where your strengths lie. 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.
- 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
- LinkedIn
- Capability Discovery Tool
- NSW Public Sector Communities of Practice resources
- Career Pathway Template
- ICT Career Pathway Framework (for ICT professionals)
- NSW Public Service Recruitment Pools