



Application Assistance Pack

Overview

In addition to submitting a comprehensive CV, applicants are encouraged to carefully review the job description form (JDF) and the job advertisement to assist the preparation of their cover letter in addressing the position competencies listed in the JDF, if not identified in the job advertisement.

Purpose

This document was developed to provide applicants with a helpful guide to best convey their relevant skills and experience in response to the position competencies. Please note that the use of this guide is not a requirement as part of the application process. We are committed to meeting the [Commissioner's Instruction – Employment Standard](#), which outlines the minimum standards of merit, equity and probity that must be met by the department when filling a vacancy.

Writing tips

- Understand and carefully read the position competencies listed in the job advertisement and JDF, identify the key requirements and draft notes on how you meet each position competency.
- Provide clear and specific examples of how you fulfil each position competency. These examples should draw upon your experience focusing on results or outcomes.
- Clearly structure your examples using a method similar to the STAR or SAO format:
 - STAR – Situation, Task, Action, Result.
 - SAO – Situation, Action, Outcome.

Situation — what was the situation?

Task – what did you need to do?

Action — what did you do and how did you do it?

Result/Outcome — what was the result of your actions?

Structuring your examples similar to the above formats will enable you to provide a clear and detailed response highlighting how you meet the requirements of the role.

- Demonstrate your skills, experience and qualifications that align with the requirements of the role.
- Be concise and adhere to the page limit, avoid jargon or technical language.
- Proofread to correct any mistakes or typos.

Desirable

The Economic Regulation Authority expect to receive applications with diverse career backgrounds that may not have specific experience in energy markets or regulation. We encourage these applicants to apply and respond to the position competencies identifying their transferable skills and experience.

Contact us

Please reach out to our friendly human resources team via human.resources@erawa.com.au or (08) 6557 7903 for queries about the application or recruitment process. For queries about the position, see the contact listed in the job advertisement.