

Applicant Information

Thank you for your interest in this position

Applicants are encouraged to carefully read the job advertisement, including all associated links and attachments. These resources provide valuable information about the role, key responsibilities, and expectations. Reviewing this content will help you develop a more informative, accurate, and tailored response that aligns with the requirements of the position.

Tailoring your application using the information provided demonstrates genuine interest in the role and helps the panel assess your suitability more effectively.

Using STAR

The STAR model is a guide to help structure your response. It's not about listing answers to each question — instead, we encourage you to **tell a clear and compelling story** that highlights your **skills, knowledge, and impact**.

To support your application, for each criterion, we recommend that you provide a full and detailed example using the STAR method below. Take the opportunity to showcase *how* you contributed, *why* you took certain actions, and *what* the outcome demonstrated about your capabilities.

Suggested guide to each STAR step

| STAR Step | Helpful Hints - Provide ample detail and reflection at each stage |
|--|--|
| Situation Describe the context or background. | Set the scene with enough context. Where were you working? What was the key challenge or opportunity? Who was involved and why was it significant? |
| Task Outline your role or responsibility. | Explain your specific role or responsibility. What needed to be done? What goals or outcomes were expected? Be clear about your role in the bigger picture. |
| Action Detail the steps you took | This is the most important part. Go beyond listing tasks — explain <i>how</i> you approached the situation, <i>why</i> you chose that method, and <i>what</i> tools, systems, or communication strategies you used. Showcase your thinking, judgement, and initiative. |
| Result Share the outcome or impact of your actions | Share the outcome and reflect on its impact. What was achieved? How was success measured? What feedback did you receive? What did you learn and how has it informed your work since? |

Template Example for One Criterion

Example Criterion: *Demonstrated ability to build and maintain effective working relationships with key stakeholders.*

Situation:

Briefly describe the context.

E.g. While working as a Project Officer on a cross-agency initiative...

Task:

Explain your responsibility or goal.

E.g. I was responsible for coordinating input from various stakeholders and ensuring alignment across all departments...

Action:

Describe the specific steps you took to address the task.

E.g. I scheduled regular consultations, developed a shared project plan, and facilitated workshops to identify common priorities...

Result:

Summarise the outcome and any feedback received.

E.g. This approach led to increased collaboration, on-time delivery of project milestones, and positive feedback from executive leaders...

Other Suggestions

- Work to the page limit
- Aim for 1–2 well-structured STAR examples per selection criterion.
- Keep your responses concise and relevant.
- Focus on *your* contribution, even if it was a team effort.
- Use active language
- If space allows, tailor examples to align with the job's key responsibilities.