

PROCUREMENT + SUPPLY CHAIN MANAGEMENT

SAHDC Bulk Recruitment FAQ

This FAQ page has been created to provide clear and concise answers to common questions regarding our recruitment process, expectations for prospective candidates. We are committed to ensuring a transparent and supportive experience for all applicants, and we hope this resource assists you as you explore opportunities with us.

Do I need a cover letter?

As we know many of you have worked with PSCM for some time, for *this recruitment process only*, we are not requesting a cover letter. However, applicants will be requested to answer some key questions related to their experience.

How do I write an effective resume?

Your resume is a summary of your qualifications, experience, skills and achievements. It needs to be clear, factual and neatly organised, with content relevant to the role you are applying for.

Your resume should include:

- > Work experience (paid and volunteer) in reverse chronological order (i.e. from your most recent role onwards). For each job, include your job title, name of employer, and dates of employment (month and year are generally sufficient). Briefly describe your responsibilities and highlight any achievements you accomplished in each role.
 - > Education, qualifications and details of any training or courses relevant to the role
 - > Other specialist skills or knowledge
 - > Memberships of professional organisations
- Details of at least **2 referees** - including names, contact details and a brief description of your working relationship(s).

Please note: It is a requirement to attach your resume as a separate file within the online application form.

Where do I send my resume?

All applications must be submitted online via the job listing on the <https://iworkfor.sa.gov.au/> website to ensure a consistent and equitable assessment process for all candidates. You will need to have access to a computer and have an email address.

What is a role description?

The role description (also referred to as a role statement or job and person specification) is a critical document used to describe the role to assist in attracting candidates and, most importantly, it is used as a key basis for effective selection.

The role description converts characteristics that the individual will need to perform the role, into criteria used for selection purposes.

The role description will also contain any essential qualifications, required pre-employment screening information, the employment type and classification level of the role.



Who do I contact if I need help?

In this instance, please reach out to your line manager should you have any questions about the role you are applying for. The Recruitment and People team can provide additional assistance, or you can also refer to these [recruitment process resources](#).

Clearances - Do I need an NPC or WWCC?

All candidates are required to undergo an appropriate criminal and relevant history screening assessment/criminal history check before they can be offered a role. It is recommended that you have this ready to attach to your application.

For this position you are required to possess / undertake:

- National Police Certificate (NPC) for employment involving no contact with vulnerable groups -this must be less than 12 months old.
- As this role does not work with children or vulnerable groups, a WWCC is not required

If you already have a relevant SAPOL NPC, or any of the organisations accredited by the [Australian Criminal Intelligence Commission](#) NPC issued in the last 12 months, please attach it to your online application and bring an original copy of your NPC to your interview for review.

You might also be required to complete a Statutory Declaration form if you are an overseas applicant.

If you need to apply for a check, please follow the appropriate Instruction(s) below:

> A. Instructions National Police Check (NPC)

1. Go to the Checked website: <https://www.checked.com.au/> and start a police check via the green button
2. Follow the instructions for completing the check

Who will be on the interview panel?

The interview panel will include the following representatives;

Michele Tracey: Associate Director, SAHDC

Chris Clarke: Operations & Facilities Manager

Steevie Joy: Senior Recruitment & People Advisor

Employment options pertaining to VISA

Individuals who currently hold valid working rights in Australia may be offered a contract for a duration consistent with the conditions of their VISA. Subject to the nature of the contract awarded and continued eligibility, extensions may be considered in line with any subsequent VISA renewals or variations.



Applying the STAR Method in a Job Application

- **What is the STAR Method?**

The STAR method is a structured way to present examples of your past experience. It stands for Situation, Task, Action, Result, and helps you clearly demonstrate your skills in written applications and interviews.

- **When should I use the STAR Method?**

Use STAR whenever a question asks you to describe past behaviour or provide an example typically phrased as “Tell us about a time when...” or “Describe a situation where...”.

- **What does each step involve?**

Situation – Provide brief context or background.

Task – Explain the goal, responsibility, or challenge you needed to address.

Action – Describe the specific steps you personally took.

Result – Share the outcome and any improvements, achievements, or learnings.

- **How do I write a strong STAR response?**

Keep your answer clear, specific, and focused on your contribution. Use one detailed example per question, avoid unnecessary detail, and include measurable outcomes where possible.

- **Can I prepare STAR examples in advance?**

Yes! Preparing a few examples (e.g. teamwork, problem solving, communication, leadership) helps you write stronger applications and interview responses more efficiently.

For more information

Procurement and Supply Chain Management

sahealth.sa.gov.au/PSCM

Health.PSCMStaffManagement@sa.gov.au



Government
of South Australia

SA Health