

## How to apply for positions using the GMW Capability Framework (and addressing the Key Selection Criteria)

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### Our People Capability Framework

Each of us needs to know and be able to do certain things to do our jobs well.

Capabilities are a useful way of describing the behaviours, knowledge and skills a person needs to do their job well.

Around 100 people from across GMW have collaborated to identify and describe the capabilities most important to the current and future success of our business.

The resulting set of capabilities is called the GMW People Capability Framework.  
<http://intranet/whats happening/ourstaff/careers/Pages/Capability-Framework.aspx>

The Framework includes seven behavioural capabilities (e.g. engaging communication) and two broad technical capabilities (e.g. asset management).

The Framework provides us with a common language around the capability we need to development as a business and helps us to bring together and align our people practices, like recruitment, development, and career planning.

### Capabilities and position descriptions

The capabilities needed to perform a job at its best are located in the position description for that job.

As a description of the behaviours, knowledge and skill a person needs to do their job well, capabilities are a great way to select the right person for a job.

Capabilities help us hone in on the things that separate good candidates from great candidates.

### Applying for a position using capabilities

Applying for a position using capabilities is straightforward and almost identical to responding to the 'key selection criteria' you might be used to.

In a position description that contains capabilities you will notice the behavioural and technical capability needed by that position helpfully described.

The capabilities that are most important to immediate and sustained success in the job are copied into the **key selection criteria** section.

The statements in this section are the key selection criteria that candidates must respond to in their application for the job.

### Frequently Asked Questions – Addressing the Key Selection Criteria

#### Q) What are Key Selection Criteria?

A) Key selection criteria are the skills, attributes, and knowledge that Goulburn-Murray Water has identified as being essential to satisfying the requirements of the job and can be found in every GMW Position Description advertised. The Key Selection Criteria are the most important Behavioural and Technical capabilities required to perform the role as identified in the Position Description.

When applying for a job you are required to write a short statement for each selection criterion, outlining how your current skills, attributes, knowledge or qualifications satisfy this criterion. The Key Selection Criteria can be addressed in Section B of the Goulburn-Murray Water Application Form.

<http://www.g-mwater.com.au/careers/employment-application-guidelines>

Describing how you meet the selection criteria will make sure that all the information about your suitability for the position is acknowledged, thereby increasing your chances of success during the selection process.

#### Q) What if I don't address the Selection Criteria?

A) An application that fails to address the stated key selection criteria will not be considered.

#### Q) How will this information be used by the selection panel?

A) The panel will use all the information provided in the application and the attachments provided, to assess how well an applicant meets the selection criteria.

## Q) Where do I find out about the Key Selection Criteria?

A) The key selection criteria can be found in the position description.

## Q) How do I address the Selection Criteria?

A) When addressing Selection Criteria it is important to consider the following steps:

### 1. Read the Selection Criteria carefully

One capability may ask for an 'ability to' while another may specify 'knowledge of'. Make sure that you understand and address these subtle differences.

If you have questions regarding the selection criteria, contact the contact person indicated on the front of the position description before submitting your application.

### 2. Break the Key Selection Criteria into key points

The selection criteria may be written in such a way that more than one quality is being assessed. Underline key words and determine what the employer is asking for.

For example a capability such as "Ability to communicate with people from a variety of backgrounds" could be broken up into the factors of "ability", "communication" and "people from a variety of backgrounds". How often did you communicate? What was your level of responsibility? What sort of communication was required? How often? With whom? How well did you communicate? How do you know?

### 3. Support your claims with evidence

Avoid blank unsubstantiated statements such as 'I have extremely well developed communication skills'. This is your opinion; the employer needs evidence that it is true.

### 4. Context

You need to provide concrete examples that demonstrate your skills and abilities and illustrate the complexity and demands of the task used as an illustration. A useful way of writing a response is to use the CAR or the STAR approach:

## CAR

**Context** - Describe the situation.

**Action** - Explain your actions. What were your actions? What did you do?

**Results** - Detail the result of the actions which you took.

## STAR

**Situation:** Outline a specific circumstance where you developed the particular experience or used the required skills or qualities. Set the context of the situation.

**Task:** What was your role? What did you have to do?

**Actions:** What did you do and how did you do it?

**Results:** What did you achieve? What were the results of what you did?

### 5. Use active verbs

Statements such as "I negotiated" or "I liaised with" have more impact than "I was involved in" or "I was responsible for". The use of strong, specific verbs will help you to describe your role more clearly.

### 6. Use good English

Your ability to communicate in writing will be assessed by the way in which you address the key selection criteria.

For further information please contact the Position Contact noted on the Position Description or email: [recruitment@gmwater.com.au](mailto:recruitment@gmwater.com.au)

Or

For more useful information on applying for positions and responding to selection criteria go to <http://jobaccess.gov.au/content/how-write-selection-criteria>