



Education

# Applicants guide to applying for a role with NSW Education

For size, flexibility of choice and range of career development opportunities, the NSW Department of Education is the employer of choice for teachers and corporate staff.

## Finding the right role

---

There are varied career opportunities for you to make a difference at Education. Whether your role is supporting state-wide IT solutions, creating communication & engagement tools for employees, or developing student-centred policy, there are many diverse roles available to support each stage of your career journey and help us work towards our goal to be Australia's best education system.

We are always looking to secure the right candidate for the role. We focus our hiring process on allowing you to demonstrate your capabilities, experience, education and potential. We seek passionate and driven team players from all walks of life to join a department committed to the value of public education. Read the [NSW State Priorities](#) to find out about some of the initiatives you might be contributing to when you work for NSW Education.

## Our commitment to diversity and inclusion

---

We welcome applications from all ages, genders, backgrounds, identities and abilities, including First Nations people. Visit the [NSW Department of Education Diversity and Inclusion](#) page for further information to understand more about how you can belong at Education.

If we can make some adjustments to our recruitment/interview process to better enable you to shine please reach out to the Contact Officer listed in the advertisement.

### How we promote flexible work

We know that facilitating flexible work arrangements for our employees improves employee engagement levels, increases productivity and is a major attraction and retention tool for the best and brightest talent. Types of flexible work arrangements can include:

- adjusting your hours of work
- working from alternative locations (like your home)
- working part-time
- job sharing
- accessing flexible leave options
- transitioning to retirement

## Understanding the New South Wales public sector capability framework

---

Within each of our Role Descriptions you will see the capability framework. This framework describes the capabilities and behaviours expected of employees across agencies, and the level at which the capability is required for the role. Capabilities are transferrable knowledge, skills, and abilities relevant to a role.

To learn more, read the New South Wales public sector capability framework. For more information on the capabilities needed for each Grade level, read the [capability comparison guide](#)

## The application process

---

### Review the application requirements

Take a look through the job ad and see what you'll need to submit as part of your application. Our advertisements will ask for a resume and a cover letter, but sometimes you'll also need to supply responses to targeted questions.

### Highlight your experience and achievements in your resume

A great resume is key to most job applications. It does the job of showing the employer what you can bring to the role at a glance. It should contain your contact details and outline your skills, experience and education relevant to the position you are applying for.

### Create a cover letter tailored to the job

While your resume documents your skills, experience and achievements, your cover letter sums things up in a way that matches the job and offers a sense of who you are. It's all about making a great first impression, introducing yourself professionally and explaining what you can bring to the role you're applying for.

It should take the form of a brief letter (one to two pages). In it, you should highlight why you want to work with us: is it something about our culture? Or, perhaps, our organisation inspires you? Outline the skills you can bring to the role, and highlight your relevant experience.

### Assessment and Interviews

When you apply for a role with us, you can expect that the assessment process will involve a behavioural interview, and two capability assessments. The number and method of assessments vary depending on the role type and job level.

Behavioural interviews focus on your past performance and behaviour to predict future performance and behaviour in similar scenarios. You will be asked to recall times where you encountered certain situations and applied your skills, so that the panel can test your transferrable skills and predict how you may perform in the role you have applied for.

In addition to the interview you will be provided with an opportunity to showcase your suitability for the role via two other forms of assessment. Commonly used assessments include:

- Psychometric tests – online personality and cognitive tests
- Work sample
- Presentation
- Scenario/case study

You can find more information on assessment types on the [PSC website](#).

## Selection

---

We use all the information in your application to compare candidates and make a decision.

If you are the recommended candidate, we will ask your permission to contact your referees before we complete the referee checks.

## Pre-employment checks

If you are the recommended candidate, you will need to complete pre-employment checks to confirm certain things about you. These may include:

- working with children checks
- criminal history checks
- confirming your right to work in Australia.

As part of the recruitment process, if you are the recommended candidate, you will be subject to a Nationally Coordinated Criminal History Check (NCCCHC). A criminal history matter does not necessarily preclude you from employment with the Department of Education, however, if you do have a criminal history, you may be asked to provide an explanation and evidence of remedial action before confirming your permanent appointment.

You will receive a notification from our Recruitment team to let you know which checks we require you to complete for the role, confirm your consent, and advise you where and how to complete them.

For further information about this process, you may contact the Probity Unit on 02 7814 3825 or [probityunit@det.nsw.edu.au](mailto:probityunit@det.nsw.edu.au)

## Employment offer

If you are the recommended candidate, we will:

- contact you to make confirm your interest in the role
- discuss and agree on the conditions of your employment
- ask you if you need workplace adjustments to help you do your role
- talk about other arrangements such as start date and any flexible work arrangements
- provide you a formal offer letter in writing

## Talent pool

If you are not the preferred candidate, but have otherwise successfully met the requirements and capabilities for the role, we may contact you to advise if you have been assessed as suitable in a talent pool. If you gain a place in the talent pool this means you may be considered for similar opportunities for up to 18 months.

If you are contacted for an opportunity, you will be able to confirm your interest and our recruitment team will support you to progress with the remaining steps in the process, including conducting pre-employment checks and referee checks.

## Unsuccessful candidates

If you have been interviewed and have been assessed as unsuitable for the role, the Hiring Manager will contact you to provide feedback on your application. We encourage you to seek as much feedback as necessary to improve your chances of securing a role in the future.

## Where to apply

---

Now that you have everything you need, explore the [Vacancies at NSW Education](#) website or [iworkfor](#) and explore your next role with us.

## Say hello

-  NSWDepartmentofEducation
-  NSWEducation
-  NSWEducation