

How to write a two-page response for Public Sector (Government applications)

Most government agencies went to a "2-page submission + resume" application format some time ago. This can take a variety of forms, from just doing a short response to each capability or selection criterion (SC) separately, to a global response in the form of a cover letter. It's always best to ask the contact person what kind of response they want - do they want direct, separate responses to each SC, or just an overall response. Although some Government Departments want a 3 part submission: cover letter; 2 page statement; and resume, so in that case the statement needs to target the Selection Criteria directly.

It's recommended that you:

1. Check with the contact person!!
2. Build the SC's into your resume as much as you can - one way to do this is by listing achievements under sub-headings that align with the SC's (rather than just listing them under each previous job). But there are lots of different ways of weaving the SC's in.
3. If they are looking for a 2 pager that is like a cover letter (global response), then you should focus on a few things - why you think this job is for you, what you know about them and their needs, and what you will bring to them and to the role. You should also try to weave throughout these elements references to the capabilities targeted in the Selection Criteria. If they are looking for a global response they want to get a flavour for who you are and what you have to offer, and they will be looking to your resume for the detail.
4. If they are looking for a 2 pager that is a direct response to each SC, you have two choices. One is to condense each SC to a short phrase, and use each as a heading. This way you can create sections within your statement, each containing a brief response to one SC, focussing on HOW you do that thing, and referring to examples. The other option is to give them a couple of integrated examples (stories), and reference the SC's in the margin, next to the bits of the story where each is relevant.

Selection criterion response example:

Achieves Results

The development of the Stakeholder Progress Report of the Active Sports Program forms the basis of my current role at Get Physical Consultants. I have been delegated the task of producing a document for our client which will provide an update on the progress of the various organisations involved in the successful delivery of the Active Sports Program. There has been a three month timeline designated for the completion of the report. In order to ensure the success of the report, I created a project plan that incorporated a GANTT chart, noting all measurable milestones to achieve the objectives. In particular, it was essential that I liaised with the Legislation and Liaison Officer to ensure that I adhered to the required procedures and that I considered the Committee's timelines to ensure that the relevant approvals are completed on time, both internally, and externally to clients and key stakeholders.

To date, I have prepared the procurement documentation required to send the Request for Quotation to tender. I have also coordinated the interview and selection of the suppliers who made offers for the project. The original concept paper discussed the idea of the report being an interactive PDF. After analysing the offers from the suppliers, it was determined that this medium was not suitable and

another platform, such as a website, had to be used instead. This was a significant change and as a team we had to be responsive to the changes to ensure that it did not impact on the time schedules and layout of the content. Taking the changes into consideration, I was able to manipulate the time frames and negotiate with the successful supplier to ensure that we were receiving a quality product that would be delivered on time.

I have been monitoring task progress against the performance to ensure that all the major milestones have been on time to date and the project is running smoothly. The success reflects on my strong project management skills, ability to be flexible to the changing requirements of the project, ability to communicate effectively to the team and stakeholders and see tasks through to completion. Many of the skills that I have demonstrated are highly transferable to your organisation, and would be essential should my application be successful.