

IMPROVE YOUR CHANCES

QUICK GUIDE FOR REGISTRANTS APPLYING FOR SERGEANT-COMMANDER POSITIONS

✓ Measure your fit for the job

Before you apply for a position, carefully read the Key Selection Criteria (KSC) and the Position Description and then talk to the local manager. Find out about specific needs of the position and the local context (*What kind of person are they looking for? What capabilities are most important?*). Think about the position and ask yourself (honestly): *Am I a good fit? Am I competitive?*

✓ Know Victoria Police today

Use your network of current police officers to find out about developments in policing and in Victoria Police. Read important strategic documents (such as [Blue Paper](#); [Capability Framework](#); and [Mental Health](#) and [VEOHRC](#) Reviews) and police news items (all publicly available).

✓ Preparing your application

Make sure that anyone reading your CV will understand the relevance and transferability of your external experience. Focus on the capabilities that are transferable to police work, such as management and leadership, investigations, communication and stakeholder management.

Make sure that each application, any nominated referee and the interview that you give, are tailored to the *specific* role. Stay within the word limit for your application (this rule is applied strictly). Check your spelling and grammar. Make sure your documents are uploaded successfully.

In your application, respond to each KSC as if you were a police officer at the rank of the position. Think carefully about each capability (KSC) and use the best examples from policing or other roles.

Ask people from your network to read your application and give frank feedback.

Use the **STAR** method: Explain the **Situation** (context), **Task** you were given or **Action** you took and the **Result** (outcome).

Remember, the person reading the application may not be familiar with your external work: you will need to explain it. Use policing language and concepts where you can or make comparisons from your outside work to within Victoria Police.

This committee performs a similar function to Executive Command or system X is comparable to VicPol's X.

✓ The interview

The panel manager will advise you in advance of the three KSC which will be the focus of the interview. Think about relevant examples so you can recall them quickly if you need to.

Use the **STAR** method to answer interview questions. Your examples should show *how* you think and approach problems, not just *what* you did. You will be expected to demonstrate current policing knowledge and capacity to perform at the rank. You may use examples from your non-policing work but try to explain how these apply to the needs of the position.

I know reducing crime, while staying within budget is important to this role. An example from my work with X shows how I lead a team to achieve a doubled inspections target without being allocated extra staff.

✓ Manage your expectations

Often there are many applications, especially for popular positions and only a few people are interviewed, so don't be disheartened if it takes some time.

Your registered rank means that you have been assessed as capable to work at or below that rank but it doesn't necessarily mean that you are going to be highly competitive at that rank, especially if there is a strong field.

Consider applying at a lower rank; you may be able to advance quickly through promotion. You might want to apply for hard-to-fill or VPS positions to get your 'foot-in-the-door' and gain contemporary knowledge of Victoria Police and police work, especially if you haven't been operational for some time.

After an unsuccessful application, seek feedback from the Transfer and Promotion Unit and the Local Panel Representative to help you prepare for next time. Think about getting professional help with your application or interview technique if you need it.

Want more?

Register your interest in attending an information session at the PRSB on applying for positions with Victoria Police by emailing registration@prsb.vic.gov.au or call (03) 9600 4288.