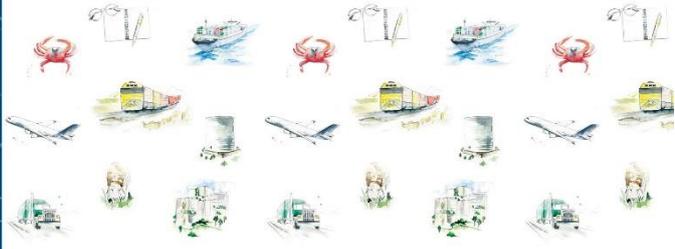




GRADUATE DEVELOPMENT PROGRAM



Graduate Program 2021

Affirmative measure vacancy – disability employment

***The filling of this vacancy is intended to constitute an affirmative measure under Section 27 of the Australian Public Service Commissioner's Directions 2016. This vacancy is open only to people with disability.**

Who we are

We're looking for fresh-thinking, innovative and high-performing graduates with a strong desire to shape Australia's infrastructure, transport, regional development, communications and creative industries landscapes.

The Department of Infrastructure, Transport, Regional Development & Communications is responsible for the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences.

We do this by building stronger communities through major infrastructure planning, investment advice and delivery, transport system reform and strategic development of policies and programs.

We also set the course for Australia's digital future, encourage participation and excellence in arts and culture and work on policy that supports and protects our cultural heritage.

We are an inclusive employer and promote, value and support diversity among our employees. Our diversity and inclusion initiatives help focus our efforts and ensure our workforce reflects, respects and benefits from diverse communities including Indigenous Australians, people from culturally and linguistically diverse backgrounds, experiences and perspectives, carers, LGBTQI+ and people with disability. In 2019, The Diversity Council of Australia recognised the Department as an inclusive employer for following its diversity measures.

We're passionate about what we do and seek to employ staff who are equally committed to supporting our priorities.

The opportunity

Applications will be open 16 March 2020 and close 20 April 2020.

We are committed to supporting the employment and career development of people with disability. Our participation in the Affirmative Measures - Disability scheme means we will progress an applicant with a disability to a further stage in the recruitment process, where they apply into the scheme and meet the minimum requirement of the vacancy.

Affirmative measure vacancy – disability employment

The definition of disability for the Affirmative Measure vacancy is a current limitation, restriction or impairment which has lasted, or is likely to last, for at least two years and restricts everyday activities and episodic conditions if they are likely to recur.

The Department will provide reasonable adjustments or flexibilities in the recruitment process if requested. This could include such things as provision of an Auslan interpreter for an applicant who is hearing impaired, extra reading time during assessment activities for a person with learning difficulties, or accessible software for a person with vision impairment.

Reasonable adjustments can also be made available to assist you in the job, if you are successful in gaining a graduate position. See [Workplace adjustments to support employee performance](#) for more information.

Further information on Affirmative measure vacancy – disability employment can be found [here](#)

Program overview

As a graduate, we invest significantly in your learning and development to develop and build your capabilities and position you as a potential future leader. As a relatively small federal government Department, you'll have the opportunity to build a strong professional network across the Department and work closely with senior staff. Opportunities you can expect include:

- a comprehensive and welcoming group orientation
- mentoring and guidance from senior staff
- social club participation and involvement
- diverse and challenging workplace rotations that will develop your capabilities
- opportunities to contribute to national policy development and program management
- support from Graduate Program coordinators and former graduates
- structured learning and development opportunities to develop your capabilities.

Role details

The Graduates are responsible for research, analysis and supporting projects in a range of contexts across the Department in various roles as part of a structured employment and development program. Roles may include:

- Undertake research and analysis and contribute to policy and project development to assist in the development of solutions to a range of issues relating to the business environment
- Monitor and report on the delivery of projects to assist the team in ensuring milestones and deliverables are met on time, within budget and to agreed quality standards

- Undertake a range of project or program support responsibilities to meet business objective needs and outcomes
- Utilise discipline related knowledge to provide informed customer service, advice and solutions to internal and external stakeholders, referring more complex matters to senior team members.
- Support a range of projects, policies and other program initiatives in diverse environments to acquire an understanding of operational, policy, regulatory and governance facets and gain a holistic view of work in the Department and across the APS.
- Work collaboratively within and across portfolio agencies and actively support others to achieve agency business outcomes.
- Participate in all formal and informal training as required.

What we offer

Benefits of the Graduate Program include:

- starting at APS 3 on a salary around \$60,000 per annum plus 15.4% superannuation
- advancement to APS 5 on a salary around \$74,500 per annum on successful completion on the program
- assistance with relocation costs (all graduate roles are based in Canberra)
- flexible working hours
- generous leave conditions
- access to the Department's clubs, networks and groups
- ongoing training and development opportunities
- access to study assistance (upon completion of the program).

Departmental rotations

Graduates undertake three workplace rotations designed to develop key capabilities and offer a well-informed set of meaningful Departmental experiences. Rotation placements are determined as the year progresses and are based on your individual interests coupled with current organisational requirements. This strategic approach has proved to offer graduates a challenging experience and meaningful work opportunities.

Workplace rotations vary significantly and could see you:

- helping to set the course for Australia's digital future
- developing policy that supports and protects our cultural heritage
- regulating airports
- implementing the Smart Cities Plan
- administering programs that encourage participation and excellence in art and culture
- developing policy for broadband, open data and media
- helping Australians realise the benefits of the digital economy
- being an advocate for online security
- working on the development of the Inland Rail or Western Sydney International (Nancy-bird) Airport
- providing advice on strengthening our national broadcasters
- advising Government on national communications projects

- developing your research and analytical skills with the Bureau of Communications Research
- building your skills and, by doing so, helping our Department reach its strategic goals.

We are seeking graduates from a wide range of disciplines and backgrounds. The most sought after degrees for our program include; Public Policy, Law & Legal Studies, Property & Built Environment; Sciences; Teaching, Education & Human Welfare; Engineering, Maths, IT & Computer Sciences; Project Management, Finance, Accounting, Economics & Business Administration; Health & Medical Sciences; Humanities, Arts & Social Sciences and Communications.

Your skills are also what count, for example, research, analysis, written communication and project management.

Capability development

We understand that this could be your first full-time role and/or experience working in the Australian Public Service. As such, we've developed a structured learning and development program to equip you with fundamental knowledge and skills to underpin your future career progression.

A range of formal and informal capability initiatives have been identified to help you develop professionally.

We offer a wide range of informal and self-paced capability development opportunities. These include a mentoring program, extensive online learning courses, and access to our Digital Literacy Program—a program which seeks to build our confidence and competence in using digital platforms in order to increase our ability to engage effectively and innovatively with stakeholders and the public.

A variety of social and work-focussed networks, groups and clubs form an important part of our Department's culture and offer a different type of learning experience. The Social Club, Gender Equality Network, Indigenous Staff Network, Cultural and Linguistic Diversity Network and the Pride and Allies Network are just a few of the groups we encourage our graduates to get involved with.

Support

It's important to us that as a graduate, you feel supported and welcomed into our Department and, if you've just moved to Canberra, that you experience a friendly introduction and settle in to your new city with ease. Being part of a graduate cohort gives you an immediate social network. You'll also have:

- A buddy—before you even start work with us, we'll pair you up with a graduate from the previous year's program. Your buddy can offer you tips on finding housing, good restaurants and fun activities in Canberra. Your buddy will help you to start building your network early.
- The HR Recruitment Team—our team will help make your relocation to Canberra as smooth as possible.
- The HR Graduate Coordinator—once you start work, a grad coordinator will organise monthly meetings, training and development, and be your primary contact and support person throughout the year.
- Mentor—we'll match you with a Senior Executive Staff (SES) mentor to meet you on a monthly basis to help you settle in to the APS and the Department and be someone to go to for advice during the year.

- Your work team—you'll have three rotations throughout the year and that means three different teams to get to know and work with. Your team supervisor will also support you in your day-to-day work.

Eligibility

Each year we offer our program to recent graduates and graduates with professional experience. We actively encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples, and people with culturally and linguistically diverse backgrounds. We embrace diversity, valuing the contributions of our graduates with different backgrounds, experiences and perspectives.

To apply for the program, you must be able to show that:

- you are an Australian citizen or will be by January 2021
- you have or will have completed your undergraduate degree by January 2021
- you have a credit average
- you are prepared to relocate to Canberra
- your degree is recognised in Australia
- your most recent degree must have been obtained no more than 10 years ago

Recruitment process

We have a four step recruitment process. If you have a disability or special need that requires a reasonable adjustment to fully participate in the application/interview process, please let us know.

Step 1: Apply online

The first stage of the application process is online. Allow yourself around one hour to complete the application process and submit by 11.30pm on the closing date. In addition to providing information about your interests, work experience and general application criteria (e.g. educational experience), you will require a copy of your current resume and academic transcript. You will also complete several capability assessments that are described below.

Situational Judgement Questions: You will be asked to respond to a series of situational questions that reflect experiences which graduates may encounter in the program. These questions will examine the fit between your preferred working style and the working environment and culture in the Department.

Psychometric Assessment—Online Testing: Once you have successfully submitted an eligible application, you will receive an email inviting you to complete a Psychometric game-based aptitude assessment. These assessments will explore your behavioural preferences as well as cognitive aptitudes such as abstract reasoning. Some elements will be timed and some will be untimed, in total the psychometric assessments should take around an hour.

Step 2: Video submission and targeted question

If you are successful in progressing to the next stage of the process you will be asked to complete the following two online assessments:

Targeted Question: You will be asked to provide a 400 word written response that demonstrates your competency in an area critical to success in a graduate role.

Online Video Question: You will be asked to record an online video response to a question focusing on your motivation to apply for the program. This is your chance to showcase what you know about us and why you want to work for the Department—feel free to get creative. You will have the opportunity to test out how the interview works with some sample questions prior to responding to the actual question.

You will need to submit your targeted questions and video response within 5 days of receiving your invitation.

Step 3: Assessment Centre

We want to meet you in person - following the video and written question, you may be invited to participate in an assessment centre which will take place in Canberra. The Department will arrange your return transport to Canberra to attend the assessment centre which should run for about half a day. Assessment centres involve:

- a group exercise
- a written exercise
- an interview

Referee checks – we think you're amazing! This is when we confirm just how amazing you are with your two chosen referees.

Step 4: Offers

Congratulations, you did it! Our Executive want you to join the Department as part of a fantastic cohort of future leaders.

Offers will be made to successful candidates. All unsuccessful candidates will be notified and able to receive feedback.

Selection criteria

The selection criteria reflects the knowledge, experience, core skills and personal qualities we will be looking for in applicants. Please take the selection criteria into consideration when responding to questions during the assessment process.

Desire to work at the Department:

- A genuine interest and commitment in working in our Department.
- An awareness of one's ability to make a contribution to our Department.
- Possesses skills and qualifications relevant to our Department's portfolio.
- Is well informed on issues relating to our Department.

Good judgment and analytical skills:

- Ability to draw on information from multiple sources to research and analyse data to make recommendations based on evidence.
- Ability to make informed decisions in a manner that is accordance with ethical and legal frameworks.
- Comprehends information and identifies critical issues quickly.

Ability to achieve results:

- Takes personal responsibility for accurate completion of work within allocated timeframe and seeks guidance when required.
- Ability to think laterally and apply innovative approaches to problem solving
- Establishes task plans and simple project plans with measurable milestone to deliver objectives.
- Able to understand individual and team capabilities and shares information with others.
- Adapts positively to a changing work environment.

Ability to communicate with influence:

- Listens to, and considers different ideas and discusses issues credibly and thoughtfully.
- Communicates effectively in writing and verbally to a range of audiences (government, APS, the public and media) via a range of medium including social media
- Ability to confidently present messages in a clear and concise manner.
- The ability to apply data and digital skills to achieve outcomes.

Ability to build effective working relationships:

- Builds and sustains positive relationships with own team, Departmental staff and people from a range of sectors within Australia and overseas in a manner that is productive, ethical, respectful and inclusive.
- Actively contributes to the development of team plans, strategies, goals and activities.
- Values and respects different ideas and approaches
- Responds flexibly to client needs.

Critical Self-Awareness:

- Adopts a principled approach and adheres to the APS Values and Code of Conduct.
- Has self-assurance and confidence in own performance.
- Ability to focus on achieving work objectives even in difficult circumstance while remaining calm and positive.
- Reflects on own behaviour and recognise the impact on other to improve performance and productivity.
- Ability to communicate areas of strengths and seek self-development opportunities.

Expected timeframe for assessment and selection

We receive a large number of applications for the program and like to spend time ensuring that all applications are sufficiently assessed. We know you put a lot of time and effort into writing your application and so try to let you know the outcome as early as possible. The outline below is an approximate timeframe for the selection process:

Activity	Timeframe
Application period	March–April 2020
Online testing	April–May 2020

Activity	Timeframe
Shortlisting	May–June 2020
Assessment Centres in Canberra	July 2020
Process finalised—offers made	August 2020
Program commencement	January 2021

How to apply

To submit your application online, go to: <https://www.communications.gov.au/who-we-are/careers/current-vacancies>. It is preferred that applications be submitted online, however, you may post your application to:

Graduate Team
 Capability, Wellbeing and Diversity Section
 People Operations and Change Branch
 Department of Infrastructure, Transport, Regional Development and Communications
 GPO Box 594, Canberra ACT 2601

Hard copy applications will be scanned by the Department and placed online for the selection panel's consideration.

Contact

For information not contained within this job information pack or on our website, please contact us at:

E: graduatemailbox@communications.gov.au

Further Information

If you have any questions on what it is like to work for the Department as a person with a disability please email our Disability & Allies Network at Disability@communications.gov.au and a member of the network will contact you.



Contact

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NETWORK
ON DISABILITY

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