



Graduate program 2019

Affirmative measure vacancy—disability employment

This position is open only to graduates with disability.

Who we are

As the Department of Communications and the Arts, we have a broad portfolio and undertake a diverse range of policy and program related activities. Our mission is to create an environment in which all Australians have access to high quality communications services and diverse artistic and cultural experiences.

The Department advises the Australian Government about the communications and arts industries—television, radio, internet, phone, post, arts and changes in digital technologies. We develop policy, provide advice, analysis, and deliver programs that make digital technologies and communications services better, we encourage excellence in art, help to protect our cultural heritage and support public access to and participation in, arts and culture for all Australians.

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

Graduates are an important part of our workforce and we invest significantly in our graduate program each year.

Graduate program 2019

We expect to have up to 15 graduate positions available for our 2019 graduate program, which will commence in late January 2019. 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 position is only open to graduates with a disability.

Applications open in 1 March 2018 and close in early **9 April 2018**.

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 measures 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.

For more information please read the [Australian Public Service Commission's Affirmative measure for recruiting people with disability](#).

Program overview

As a graduate, we invest significantly in your learning and development throughout the year 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
- diverse and challenging workplace rotations that will develop your capabilities
- opportunities to contribute to national policy development and program management
- mentoring and guidance from senior staff
- social club participation and involvement
- gain a formal qualification
- support from graduate program coordinators and former graduates
- structured learning and development opportunities to develop your capabilities.

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
- 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
- providing advice on strengthening our national broadcasters
- advising Government on national communications and arts projects
- developing your research and analytical skills with our Bureau of Communications and Arts Research
- building your skills and, by doing so, helping our Department reach its strategic goals.



Bureau of Communications and Arts Research

The Bureau of Communications and Arts Research is the Department's economic and statistical research unit.

Graduates with economics qualifications may undertake a rotation within the Bureau.

The Bureau's range of functions includes:

- providing expert economic research and data analysis to support evidence-based policy development and advice
- publishing authoritative, easy-to-digest research and analysis on developments across the communications and arts sectors
- easy-to-digest research and analysis on developments across the communications and arts sectors

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.

The formal component of the program includes the Graduate Certificate in Public Administration with the University of Canberra. The program comprises interactive lectures, problem solving workshops and case studies. The course provides an enhanced understanding of the political, policy, demographic, social and environmental context facing Commonwealth Government and how to work within this context to achieve better outcomes.

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.

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.
- **Our graduate team**—our team will help make your relocation to Canberra as smooth as possible.
- **Your 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.



- **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.

Reasonable adjustments can be made to assist you in the job if you are successful in gaining a graduate position.

Benefits

Benefits of the graduate program include:

- starting salary from \$60,182 per annum
- gain a Graduate Certificate in Public Administration
- ongoing training and development opportunities
- access to study assistance (upon completion of the program)
- flexible working hours
- assistance with relocation costs (all graduate roles are based in Canberra)
- generous leave conditions
- attractive superannuation scheme
- access to the Department's clubs, networks and groups.

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 have or will have completed your undergraduate degree by January 2019
- you are an Australian citizen, or will be by January 2019
- you have maintained a credit average throughout your undergraduate degree
- you are prepared to relocate to Canberra (we can help with some relocation costs)
- your degree is recognised in Australia.

How to apply

We have a four step recruitment process.

Step 1: Apply online

The online application is the first impression that the selection committee has of you. It is important to make sure your application contains all the important information the committee needs to make its first assessment. You will be required to respond to two questions, and a limit of 250 words applies to each response. The questions are listed below under the 'Written application' heading). We recommend that you to draft them in a Word or text document before uploading your final version to our system. You'll also need to provide us with a current resume and academic transcript.

You will also be required to complete the Workplace Diversity section relating to disability. Please select the Affirmative measure—disability employment scheme. We will also ask you to answer some



questions including your personal details, academic qualifications and how you heard about our graduate program.

Step 2: Online assessments

If your application is successful, we will ask you to provide evidence of your disability. Suitable evidence of a disability would be:

- certificate or letter from a registered medical practitioner
- letter from a Disability Employment Service or jobactive provider
- letter from a secondary or tertiary institution disability services unit in relation to a student.

If you are eligible you will be invited to complete an online aptitude testing. This exercise is designed to assess your communication, numerical and logical reasoning skills.

Step 3: Assessment centres

Following online testing, you may be invited to participate in an assessment centre which will take place in Canberra. We 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.

Step 4: Offers

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

Expected timeframe for assessment and selection

We receive a large number of applications for our graduate 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	1 March 2018 to 9 April 2018
Online testing	April 2018
Shortlisting	April / May 2018
Assessment centre Canberra	June 2018
Process finalised—offers made	July 2018



Selection criteria

The selection criteria below reflect the knowledge, experience, core skills, and personal qualities we will be looking for in applicants.

You aren't required to provide a separate response to each of the criteria in your written application. Instead, please take the criteria into consideration when responding to the two questions below under 'Written application'.

Desire to work at the Department of Communications and the Arts:

- 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.
- Are 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.

Written application

As part of your initial online application, you will need to respond to the two questions below. A word limit of 250 words applies to each response.

Q1. Desire to work at the Department of Communications and the Arts

Based on your skills and qualifications, how do you think you will be able to contribute to the work of the Department?

What motivates you to apply for this graduate program specifically?

Q2. Critical self-awareness

Everyone has strengths and areas for development. Please tell us about a time when you recognised that your knowledge or skill was lacking in an area and you took steps to improve your capability. How did you identify your knowledge/skill gap? What did you do to address this gap? How did improving your capability help you?

Online application form

The online application process requires you to complete information about yourself including personal details, academic qualifications and how you heard about the graduate program.

Academic transcript

Please upload your official transcript for degrees completed before January 2019. If you are currently completing your degree and expect to be completed by January 2019, please upload your most recent official statement of results.

Referees

Throughout the recruitment process you may be asked to provide the details of referees who can talk about your abilities against the selection criteria of the job. This would usually include your current supervisor if you are working.



Assessment location

The assessment centre will be located in Canberra at the Department's office. All successful applicants are required to attend the assessment centre in Canberra in person.

Please email us at graduate@communications.gov.au if you require any assistance as part of the selection process.

Where to apply

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

Graduate Development team
Capability, Performance and Engagement, Human Resource Branch
Department of Communications and the Arts
GPO Box 2154
Canberra ACT 2601

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

Contact us

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

E: graduate@communications.gov.au



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