



Australian Government
Australian Public Service
Commission

GradAccess

Employing Agencies 2019

Contents

Attorney General's Department.....	2
Australian Bureau of Statistics	4
Australian Institute of Health and Welfare.....	6
Australian Public Service Commission.....	8
Department of Finance	10
Department of Health	12
Department of Home Affairs	14
Department of Human Services.....	16
Department of the Prime Minister and Cabinet.....	18
Safe Work Australia	20
Department of Jobs and Small Business.....	22

Attorney General's Department

Description of agency

Do you want to work at the heart of Australian Government policy making, or with Australia's foremost legal minds advising on significant national and international matters?

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework. Through the Australian Government Solicitor (AGS), we provide legal services to the Commonwealth (including legal advice and representation).

AGS is a centre of excellence and expertise in areas of law of importance to the Commonwealth and in managing complex, systemic and novel issues for the Commonwealth. AGS practise principally in the areas of:

- government, constitutional and administrative law
- dispute resolution and law enforcement
- corporate and commercial law.

Our 12 month graduate program offers two streams—one for Policy graduates and one for AGS and Office of International Law (Legal Practice) graduates.

As a 2019 graduate, you will:

- enjoy an interesting orientation to our department and the Australian Public Service
- be part of a development program to build your skills and experience
- participate in a range of rotations to learn more about us and our work
- have a positive support network of supervisors, buddies, mentors and senior leaders
- be able to contribute to our diverse and inclusive culture
- have access to further study which may include the opportunity to complete your practical legal training leading to your admission
- be offered an ongoing position on successful completion of your graduate program.

Agency environment

Our graduate program shows you the range of career options available to you across government policy and legal practice. We work on a variety of interesting and important policy issues and legal matters, in often unique and precedent-setting work of importance to the Australia. You will interact with real clients, the Australian community, key stakeholders and other government jurisdictions to help achieve the Australian Government's policy and legal objectives.

We are proud to be ranked as one of Australia's top graduate employers on the Top Graduate Employers List for the past five years.

Our department has worked hard to develop a culture that celebrates diversity; models inclusion; and encourages innovation. The department's Diversity Strategy demonstrates our commitment to maintaining a culture that builds respect and fosters inclusiveness; promotes diversity; and embraces the unique skills and qualities of all our staff.

Our Flexibility and Inclusion Action Plan (FLIP) outlines the actions we are taking to achieve a culture where flexibility and inclusion is embedded in our workplace. The FLIP seeks to strengthen our culture of inclusion and ensures that all staff, regardless of their personal or professional circumstances, have the opportunity to contribute, to develop their careers and to reach their full potential.

Testimonial from Kim, 2016 Graduate

With a freshly printed Bachelor in hand, I started as a graduate with AGD in 2015. The graduate program provided an excellent opportunity to experience the many functions the department undertakes in support of the Attorney-General.

My rotations were through the Cybercrime Unit, the Computer Emergency Response Team (CERT), and the Countering Violent Extremism Centre. The breadth of work I was entrusted with was both exciting and challenging (what's life without those "What am I doing!?!?" moments?). I led delivery of the National 2015 Cyber Security Survey to Australian Businesses, assisted in development of policy for countering violent extremism, and reviewed implementation efforts for the National Plan to Combat Cybercrime.

During my graduate year I suffered a relapse of my Crohn's disease. The graduate team and my supervisors ensured I stayed up-to-date with the program while recovering. They offered the flexibility of work-from-home arrangements, and made sure I had the support I required to successfully return to work. Personally, I felt that the graduate program was a wonderful introduction to the work and supportive culture of the department.



Australian Bureau of Statistics

Description of agency

The Australian Bureau of Statistics (ABS) is Australia's national statistical agency, providing trusted official statistics on a wide range of economic, social, population and environmental matters of importance to Australia.

We have an important leadership role, coordinating statistical activities and collaborating with official bodies in the collection, compilation, analysis and distribution of statistics.

Through this, we aim to inform decisions on important issues. This will lead to a more informed community; more efficient markets, economic growth and productivity enhancements; better policy development and evaluation; and targeted and more efficient service delivery.

The ABS is undergoing a major transformation which encompasses how we operate as an organisation, both internally and as part of the wider information community; our statistical infrastructure; our people and culture; and the statistical solutions we deliver.

Graduates will participate in on-the-job training specific to their role which will continue to build their analytical, conceptual and critical thinking, while enhancing their

statistical capability. All graduates will also undertake a group graduate project with each project sponsored by a Director or Senior Executive Service member.

ABS graduates are engaged as permanent full-time employees at either the APS3 or APS4 classifications, and on successful completion of the Graduate Development Program will be progressed to the APS4 level (if an APS3) or top of the APS4 level.

Agency environment

For our 2019 graduate program we expect to recruit graduates to work in a variety of roles (statistical analysis and research, methodology, enabling services and ICT) in our capital city offices around Australia.

The ABS has approximately 2800 staff, with ten divisions covering our Statistical, Transformation, Partnerships, Corporate and Technological areas. Our diverse workforce has a range of educational qualifications and previous life and work experiences. It would be a challenge to find anyone who has had the same career path.

The ABS Workplace Diversity Action Plan reaffirms the importance the ABS places on providing a workplace that is inclusive and recognises the diverse skills, perspectives and experiences of our employees which contributes to the ABS being more reflective of the communities we serve and one that becomes infinitely stronger because of it.

Our commitment is demonstrated through a range of workplace policies, strategies and initiatives including:

- access to a variety of flexible working arrangements such as working from home, part time and flexible hours
- support for managers and employees via training and awareness programs
- recognising and celebrating important cultural and diverse events and days
- employee networks designed for staff to connect, express their views and experiences and share information.

We are members of the Australian Network on Disability, Pride in Diversity and Diversity Council of Australia and have engaged and committed senior executive champions for Diversity, Reconciliation, Disability and Carers, LGBTI and Gender Diversity.

Testimonial from Chloe, 2016 Graduate

'It is gratifying to work in an organisation that not only develops you, but gives you opportunities to implement what you've learned.'

'The ABS has been such a supportive, nurturing environment where I have been able to be myself and flourish in a professional environment. Coming to work every day is easy here, the ABS has a good balance of work and play with a good social aspect. I've been able to strike the perfect work life balance from the beginning of my career at the ABS.'

'By choosing the ABS Graduate Program I knew it would be a strong foundation on which to build my career and that future employers would look upon highly. After graduating I wanted to develop in a role, where I could not only utilise the skills I had obtained at university, but also contribute to society.'

'The ABS's Graduate Program provided me a wealth of opportunities to grow and learn in a professional environment and assist with the sometimes scary transition from university to full time work.'



The Australian Institute of Health and Welfare

Description of agency

The Australian Institute of Health and Welfare (AIHW) is a major national agency established under the *Australian Institute of Health and Welfare Act 1987* as a corporate Commonwealth entity to provide reliable, regular and relevant information and statistics on Australia's health and welfare.

We are committed to providing high quality, national data and analysis across the health, housing and community services sectors. This covers a wide range of areas, from health and welfare expenditure, hospitals, disease and injury, disability and mental health, to ageing, homelessness, and Indigenous health and welfare.

Successful graduates win ongoing APS 4 roles; not just a 'training' position. The purpose of the AIHW Graduate Intake is to select and develop high-quality entry-level staff within the AIHW as a means of growing our own highly skilled workforce.

For more information, visit the About Us page of the AIHW website.

Agency environment

The AIHW's Graduate Intake is not often classed a 'typical' Graduate Program, in that most of our Graduates will not rotate through the AIHW. Instead our Graduates will generally stay in the one position throughout the year. This has allowed past Graduates the opportunity to really 'sink their teeth into' a significant project or projects and make a meaningful contribution from the outset, while quickly acquiring a depth of experience, knowledge and skills development and learn the very most they can in their set positions.

As an AIHW Graduate you will work alongside experts in their field. No matter what role you take on, you will know that your work will make a difference in the broader community. You may be assisting in the collation, analysis and reporting of health, housing or community services statistics and information. Or perhaps participating in the development of data collections and standards, or assisting in the development, documentation and maintenance of various databases. This work will involve developing and utilising knowledge and skills in various IT systems such as SAS, website management and/or

SharePoint. Your communication skills will be developed through your liaison with internal and external AIHW stakeholders and through your involvement in writing various reports and papers.

We value a positive, friendly, cooperative and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. The AIHW is committed to creating genuine opportunities for all, and welcomes applications from Aboriginal and Torres Strait Islander people(s), people with a disability and people from diverse cultural and linguistic backgrounds.

Testimonial from Chris, 2016 Graduate

'I commenced as a Graduate in the Cancer and Screening Unit at the Australian Institute of Health and Welfare in January 2016. Having relocated from Perth to participate in the Graduate position, I did not have a lot of social support and networks to draw upon. Thankfully the AIHW was helpful in this regard. My unit was very welcoming and treated me as if I had been a member of the team for many years. The AIHW was also very good at running in-house training programs and allowing graduates the opportunity to network with those in other departments through seminars conducted through the Australian Public Service Commission. Through these in-house training opportunities and on the job learning within my team, I became the secretariat to our unit's advisory group and contributed to writing chapters for our unit's flagship publication, Cancer in Australia 2017.'

Australian Public Service Commission

Description of agency

The Australian Public Service Commission (APSC) is a small central policy agency within the Prime Minister and Cabinet portfolio. We seek to shape the APS workforce through development of employment policy and fostering leadership and integrity across the APS.

As a workforce driving innovation and capability across the APS, we ensure encounters with clients and partners provide insights and add value. We proactively seek opportunities to shape the future of the APS workforce through new approaches to work.

We value creativity and innovation. Our staff, including graduates, are encouraged to pitch new ideas to address workplace challenges and drive change within our organisation. We are dedicated to making genuine advancements to the way the APS operates, and to developing strategies consistent with contemporary best practice.

The APSC graduate program offers a unique experience to work in a dynamic and supportive environment where our graduates are part of the team from day one. We do this by placing our graduates in

a 'home group' that is best matched to their individual skills, experiences and the type of work that motivates them rather than rotating them through the organisation. Successful graduates are offered ongoing employment at the APS4 classification.

Agency environment

Graduates at the APSC participate in the cross-agency Graduate Development Program. The Graduate Development Program is designed to:

- Provide you with the foundation skills needed to thrive in the APS
- Challenge your thinking using interactive workshops and simulation exercises
- Build your networks across the APS through engaging with other graduates
- Provide opportunities for personal and professional development
- Articulate to Masters Programs at renowned academic institutions.

Our graduates have strong connections with our executive leadership, and are given the opportunity to work on a range of exciting and meaningful projects. APSC graduates are actively encouraged to attend senior level

meetings to share their thoughts and ideas, and talk through challenges facing the APS.

We operate in a collaborative environment with an inclusive culture that values, respects, and represents individual differences. We drive collaboration through knowledge sharing and by consistently utilising the expertise of our peers.

The APSC is committed to diversity and inclusion both within our workforce and through the policies and advice we produce for the broader APS. We actively encourage applications from people from diverse backgrounds.

Testimonial from Maggie, 2017 Graduate

'I can't think of a better place to start a career in the Australian Public Service than the Australian Public Service Commission. As a graduate in a small but central agency I had the opportunity to participate in meaningful work with a high level of exposure to senior leaders in the APSC, as well as gain insight and understanding into the work and operations of the broader APS.'

'Right from my very first day, my team has involved me in work that challenges me and allows me to make a real difference in the public service and the wider Australian community. I'm excited to get to work with people who are so passionate about what they do.'

Department of Finance

Description of agency

The Department of Finance (Finance) is a place that's about much more than numbers. We are central to the Australian Public Service (APS) and make a real impact through the work we do. The important work of Finance reaches into every other agency and department in the APS making it the perfect place to launch your APS career.

This is your chance to grab hold of a unique position, with real responsibility and supportive colleagues, where innovation, teamwork and collaboration are the cornerstones of our everyday work.

You'll gain exposure to a wide variety of work alongside a great group of professionals. You will also have access to key decision makers who are at the forefront of delivering excellence and value for government.

You may already know that we work on the Federal Budget, but we do so much more. If you join us, your work will extend far beyond managing government expenditure. You'll be making decisions and offering advice on:

- the Budget and the government's financial framework

- the government's non-defence domestic property portfolio
- key asset sales
- government business enterprises
- insurance services to other government agencies
- risk management
- public sector reform
- whole-of-government procurement

As a Finance graduate you will need to be prepared to change the game—in the way you work, the solutions you will offer and the unique skills you will bring. The graduate program at Finance provides you with the opportunity to work on diverse and varied projects that are critical to the government's agenda.

Agency environment

Finance is made up of people from many different backgrounds, and we value the different experiences and perspectives that each individual brings to our department. We embrace diversity and continue to shape our culture to promote inclusion.

We believe our people are our most important asset and we make sure we invest in them. We do this by:

- coordinating a range of cultural networks that each play an important role in nurturing Finance's inclusive work environment: the Gender Equity Network; the Aboriginal and Torres Strait Islander Staff Network; the Ability Network; the LGBTI+ Network, the Social Club and the Emerging Leaders Network
- enabling our staff to develop their strengths, learn new skills and realise their career goals by providing innovative learning and development opportunities, the latest in online training courses and great mentoring programs
- providing a range of flexible work options that support staff to balance work and life outside work
- providing a workplace that encourages innovation and collaboration with flexible workspaces, dedicated zones for collaborative working and portable IT equipment
- recognising and rewarding excellence
- connecting staff with each other through our active social club which organises a range of events and activities throughout the year
- supporting staff to look after their health and wellbeing with access to facilities and programs such as an Employee Assistance Program, workplace assessments, social club, carers rooms, prayer and reflection room and a gymnasium.

Testimonial from Eddie, 2017 Graduate

'The Finance Graduate Program has provided me with amazing opportunities to build my capability and be exposed to a wide variety of challenging and rewarding work that spans across all of Government. There is much more to Finance than working on the Budget.'

'The support provided at Finance is second to none—I have access to a range of Finance Networks and mentors who share their experiences and help guide your career opportunities. I'm surrounded by a work culture that fosters innovation and encourages discussion and collaboration. I've been able to lead projects with the confidence that I have supportive colleagues who place faith and confidence in everyone's ability.'

Department of Health

Description of agency

At Health, our vision is for better health and wellbeing for all Australians, now and for future generations. We acknowledge and respect the importance of the diversity of our workforce, its representation of the community we serve, and the strength it brings to the outcomes we deliver. We are building a culture where flexible working arrangements are for everyone, and the health and wellbeing of our staff is invested in.

We recognise diversity within an organisation has many benefits including increased innovation, improved understanding of-and service to-clients, and attraction of talent from the widest possible pool of potential staff.

The department aims to be a model employer providing an inclusive workplace that is understanding and respectful of differences such as:

- age
- carer responsibilities
- cultural background
- disability
- educational level
- ethnicity
- gender expression
- intersex status
- religious beliefs or
- sexual orientation.

Agency environment

The Department of Health works to lead and shape Australia's health and aged care system and sports outcomes through evidence based policy, well targeted programs, and best practice regulation. As a graduate at the Department of Health, you could:

- Build and apply strategic and systems thinking, problem solving, analytical, research and planning skills to develop policy that touches the lives of all Australians
- Learn to understand the "big picture" of the Australian health landscape, and how interventions in one part of the health system affect other parts of the health system
- Work in teams to translate research into meaningful policy inputs and directions for healthcare policy that connect to the emerging evidence base and broader trends in healthcare.
- Provide support for the Department to engage with external stakeholders through a variety of formal and informal stakeholder engagement activities.

- Apply your strategic, analytical, problem solving and planning skills to manage programs which support population health, sporting participation and active and independent ageing
- Gain an understanding of the industry and community context within which programs operate and work
- Build and apply knowledge of Australian Government health programs and priorities and those of State and Territory Governments.

Health has a number of diversity related staff networks which are supported by members of the Senior Executive Service Champions as a focus for progressing departmental action on diversity issues.

Our networks are:

- National Aboriginal and Torres Strait Islander Staff Network
- including a Friends of the Network for non-indigenous staff
- Disability and Carers Network
- Health Pride Network
- Gender Equality Network
- Multicultural Network.

Testimonial from Ryan, Department of Health Graduate

'The best thing about my job is contributing to solutions that have a real impact on the lives of Australians. What I enjoy the most about working at the Department of Health is working with people from a range of backgrounds. It has been great contributing to solutions that lead to results on the ground, such as working on program development or funding proposals. I get a great sense of achievement in my role, particularly when I know I have contributed to an outcome that will have a positive impact on others.'

Department of Home Affairs

Description of agency

The Department of Home Affairs is a global organisation dedicated to the protection and prosperity of Australia. We have people in every Australian state and territory and in 53 locations around the world.

We are an innovative and high-profile Department responsible for:

- immigration and customs border policy
- national security and law enforcement policy
- emergency management, including crisis management and disaster recovery
- countering terrorism policy and coordination
- cyber security policy and coordination
- countering foreign interference
- critical infrastructure protection
- multicultural affairs
- countering violent extremism programs
- transport security.

We believe our differences drive innovation, and our varied backgrounds help to broaden our perspective. The skills and knowledge you have gained through university and work experience can be of great value to this Department and make a real difference to Australians.

The Graduate Development Program runs for 10 months. During this time you will complete up to three workplace rotations.

The program provides you with a range of work experiences, on-the-job learning, development opportunities as well as vocational training to develop your skills and knowledge for working in the Australian Public Service. Our graduate program will give your government career a head start.

Agency environment

We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment.

Our employees work in over 100 locations in Australia and outside Australia, across a range of interesting subject areas influenced by international and domestic developments.

Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards.

We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Testimonial from Siddharth, 2017 Graduate

'The graduate program helped me see which path I wanted to take in my career. I had three rotations in three different areas of the Department—operational, policy and legal. This wide spread of experiences was what I needed to understand how the Department, and the government overall, works to help the Australian people.'

'Apart from the business side of things, the program was the best way to introduce me to the world of full time work. I got so much support from the grad program team as well as my fellow graduates in settling into Canberra and managing a 9-5 schedule.'

Department of Human Services

Looking for your next career move? Your unlimited opportunities start here at the Department of Human Services!

At the Department of Human Services you can work in one of Australia's largest government departments. You can design, develop, deliver, coordinate and monitor a range of government services.

When you join our department you'll help deliver more than \$140 billion in payments through the services provided by Centrelink, Child Support, Medicare and Australian Hearing.

If you want to build a rewarding career and provide social and health related services to the majority of Australians, we can get you started.

Our 10 month program gives you the opportunity to work on a range of projects that positively impact the lives of Australians. It's your chance to make a difference.

We give you lots of opportunities to use the skills and knowledge you gained at university.

Graduates joining the program through GradAccess will be placed into the Generalist pathway. This pathway accepts applicants with degrees from all disciplines and gives you broad exposure to the operations of the department. You'll experience two placements, each lasting five months. This allows you learn how different areas operate.

A career with us offers:

- the opportunity to work as part of a team that has a crucial role in influencing the strategic focus and coordination of service delivery for Australians
- flexible and innovative work practices that aim for a balance between work and family life
- a workplace committed to diversity

During the program you will get on the job training, extensive learning and development opportunities, the support of a Senior Executive Service mentor and exposure to diverse Australian communities.

We also know how important it is to feel supported throughout your time on the program. We have a dedicated team in place to support you from your initial offer and relocation, right through to your graduation ceremony.

We work hard to ensure you settle into the program and make the most of the unlimited opportunities our department has to offer!

We strongly support workplace diversity and value the contribution of people from diverse backgrounds. We have a number of policies and have implemented strategies and initiatives supporting workplace diversity. We also have corporate diversity memberships with relevant not for profit employer organisations.

For more information about the National Graduate Program go to humanservices.gov.au/graduates or like us on Facebook.

Testimonial from Tanim, Department of Human Services

'In my first rotation I was in the Income Management Programme Delivery team. I worked with a fantastic and high performing team to manage and maintain the Income Management Programme.

I joined Cyber Security for my second rotation and I will continue to work here. My education is security-centric and this team is a natural fit for me.

I've learned a lot in a year, and been challenged to take on a lot of new skills. I would definitely recommend the National Graduate Program to people interested in working for the department.'



Department of the Prime Minister and Cabinet

Description of agency

At the Department of the Prime Minister and Cabinet (PM&C) we strive to be bold, be excellent and drive change. Our role is to provide fresh thinking and sound advice to government.

We provide advice to the Prime Minister and Cabinet on all aspects of Australian life. Our expertise spans Indigenous affairs, social and women's policy, economic and international policy, defence, national security and everything in between. With such diverse responsibilities, we can offer a large variety of opportunities.

We are a workplace that respects and values diversity. PM&C is a great place to work, and a place where great work is done.

The PM&C Graduate Program offers career opportunities hard to find elsewhere. The 18 month program provides the support, opportunities and challenges needed to develop future leaders.

You will work on projects and tasks addressing a range of government priorities. Previous graduates have prepared briefs for the Prime Minister, drafted speeches for Ministers and assisted with new policy proposals and cabinet submissions.

You will have the opportunity to work in governance and corporate areas such as legal, finance and ministerial support, as well as 'on the ground' in our regional network to help deliver our Indigenous programs.

Agency environment

PM&C is committed to being a leader in diversity and inclusion. We actively build a diverse and inclusive workplace that promotes gender equality and harnesses the skills and experiences of people from all backgrounds.

The Department prioritises diversity and inclusion because we believe everyone has the right to feel valued, safe and included at work. Diversity is also a proven strength of high-performing teams and organisations. This approach strengthens our policy advice and solutions, and helps us create productive relationships.

We encourage applications from people with diverse experience and backgrounds including: people with disability; Aboriginal and Torres Strait Islander people; Lesbian, Gay, Bisexual, Transgender and Intersex people; Culturally and Linguistically Diverse people and mature age people.

PM&C is proud to be a member of the Diversity Council of Australia, the Australian Network on Disability, and Pride in Diversity. We have also just received White Ribbon Workplace accreditation, making us a leader in contributing to national cultural change to prevent and respond to domestic and family violence.

For more information visit: <https://www.pmc.gov.au/pmc/careers/graduate-careers>

Testimonial from Edan, 2016 Graduate

'I started at the beginning of 2016 and went into a corporate rotation. For my second six month block I did some time in the data policy and digital transformation area. My next block was in the communications team with the speechwriters. Then I headed off to the Wagga Wagga office, and joined the Riverina Murray team.'

'Having the opportunity to work in so many different areas has given me exposure to things I never would have thought about doing.'



Safe Work Australia

Description of agency

Safe Work Australia (SWA) is a small Commonwealth agency of 100 employees. Despite SWA's small size we have achieved significant progress in creating a diverse and inclusive workplace over the last three years. Strong partnerships have increased our knowledge and confidence about diversity and inclusion and fostered a culture where staff feel valued and supported.

In 2016, as part of SWA's change management program TRANSFORM, we designed a three year Diversity and Inclusion Strategy (the Strategy). This followed extensive consultation with other Australian Public Service (APS) agencies and our own staff. This has raised the profile of diversity and inclusion and made it part of everyone's business. It is incorporated in regular conversations, work processes and agency-wide policies.

Creating SWA's Workplace Inclusion Network (WIN) has provided staff across all levels with the opportunity to share knowledge, learnings and research, generate new ideas and raise awareness about challenges that may affect diversity groups.

SWA seeks out opportunities to collaborate and learn across the APS and diversity specialists to discuss and design initiatives for easy implementation in the workplace. SWA's ambition and drive to nurture diversity and inclusion has cemented our standing as a leader in this space in the APS.

Department of Jobs and Small Business

Description of agency

The Department of Jobs and Small Business is responsible for national policies and programs that help Australians find and keep employment and work in safe, fair and productive workplaces.

Our vision—More Jobs. Great Workplaces. —is built on the Government's plans for stronger economic growth.

Employment is central to the Australian way of life. By providing evidence based policy advice and delivering programs to improve the performance of labour markets, the Department helps more job seekers into work and promotes fair, productive, flexible and safe workplaces of all sizes that facilitate stronger job growth.

The Department works on programs such as jobactive, Transition to Work, Youth Jobs PaTH, Empowering YOUTH Initiatives and ParentsNext. The Department also administers the Fair Entitlements Guarantee and Recovery Programmes and the Australian Government Building and Construction WHS Accreditation Scheme.

Our 2019 Graduate Program is a ten-month program, will give you the opportunity to work in a range of areas across the Department across two rotations, career development opportunities, on the job and formal training,

a permanent position with the Department on completion of the program, a competitive salary, generous leave entitlements and flexible working conditions. You will be working on policies and programs that directly affect many Australians, so if you want to challenge yourself, this is the program for you!

Our graduates are employed at the APS 3 classification, and upon successful completion of the Graduate Program progress to the APS 4 classification.

We recruit graduates in five disciplines. These include:

- Generalist
- Economics
- Quantitative Analysis (QA)
- Legal
- Information and Communications Technology (ICT)

Agency environment

The Department of Jobs and Small Business is committed to providing a diverse and respectful workplace for all. We value the contribution of people with different abilities, backgrounds, experiences and perspectives and this is reinforced in our Diversity and Inclusion Strategy and supporting action plans.

We are a Gold member of the Australian Network on Disability, a member of Pride in Diversity, and a member of the Diversity Council of Australia. We pride ourselves on providing a supportive, flexible and understanding working environment where our employees can progress their careers within the Australian Public Service.

Indigenous business is our business. Our senior Executive demonstrate the commitment to developing policies and programs that provide the very best outcomes for Indigenous Australians by taking up positions as Indigenous Leader and Indigenous Champion.

We have an identified Disability Champion who is a senior manager within the Department. This ensures we have a strong focus on disability awareness, that we educate our employees on the importance of providing support to our diverse workforce and that we foster a safe and encouraging workforce for all. Our employees have access to reasonable workplace adjustments, which allow them to maximise their contribution in the workplace.

Our Executive are extremely supportive of diversity and inclusion within the Department and believe that a diverse group of employees that genuinely reflects the wider community we serve and represent, will allow us to deliver on the Government's agenda and meet the needs of our stakeholders.

As a further commitment to workplace diversity, the Department has a number of active and engaged employee networks including:

- Disability Employee Network
- Indigenous Staff Network
- Pride Network
- Gender Equality Network (geniE)
- Network of Women in IT (NEWinIT)
- Emerging Leaders Network (ELN)

Testimonial from Hannah, 2016 Graduate

I really enjoyed the Orientation program that occurred at the beginning of the Graduate Program. It was three days of being inducted to the Department and the public service, and I felt so welcomed by the other Graduates and the staff. It was also great to experience two different roles and teams during the 10 months. While both roles were different, I was able to understand how both team's functions contributed to the bigger picture of the Department.
