

Innovate
your
career

Graduate Program 2020

Affirmative measure vacancy – disability employment

This position is open only to graduates with disability.

Who we are

We are the lead agency to the Australian Government on communications and the arts. Our aim is to create an environment in which all Australians have access to high quality communications services and diverse artistic and cultural experiences.

We are an inclusive employer and promote, value and support diversity among our employees. Our three-year Diversity and Inclusion Strategy helps focus our efforts and ensure our workforce reflects, respects and benefits from diverse communities including Indigenous Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTQI+ and people with disability.

We're 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. Further information about our Graduate Program is located at <https://www.communications.gov.au/documents/graduate-program-2020>.

The opportunity

Applications will be open late March and close late April 2019.



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 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
- mentoring and guidance from senior staff
- social club participation and involvement
- gain a formal qualification—Graduate Certificate in Public Administration
- diverse and challenging workplace rotations that will develop your capabilities
- opportunities to contribute to national policy development and programme management
- support from Graduate Program coordinators and former graduates
- structured learning and development opportunities to develop your capabilities.

Role details

The Graduate is responsible for research, analysis and supporting projects in a range of contexts across the Department of Communications and the Arts in various roles as part of a structured employment and development program.



- 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 training as required, including Graduate Certificate in Public Administration.

What we offer

Benefits of the Graduate Program include:

- starting salary of \$61,386 per annum plus superannuation
- 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
- gain a Graduate Certificate in Public Administration
- 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
- 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 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.

The 2020 Program will provide for home placements to allow incoming graduates to be aware of which branch they have been recruited to permanently on successful completion of the program.

Graduates will be placed in the home area for their first rotation, with your second and third rotations in suitable work areas to complement your ongoing development needs.

When you apply for the Graduate Program, you will need to indicate on the application form your interest in either a Policy Development and Program Delivery placement, a Corporate placement, or both.

If you choose a Corporate Division placement, you will be rotated through your respective specialist skill branches and complete a rotation in one of the 18 portfolio agencies.

Policy Development and Program Delivery placement	Corporate division placement
Arts Division	Human Resources Branch
Content Division	Finance Branch
Strategy and Research Division	Information Technology Branch
Market Reforms Division	Communications Branch
Infrastructure and Consumer Division	Governance Branch
	Office of the General Counsel

Portfolio agencies are listed on the bottom of our homepage <https://www.communications.gov.au/>

Bureau of Communications and Arts Research

The Bureau of Communications Research (BCAR) is a professionally independent economic and statistical research unit in the Department of Communications and the Arts.

Graduates with economics experience, backgrounds and/or qualifications may undertake a rotation within the BCAR.

The BCAR's range of functions includes:



- providing independent, expert economic and technological research and analysis to inform policy development
- publishing authoritative, easy-to-digest research and analysis on developments across digital technology and communications sectors including post
- proactively engaging with stakeholders across industry, the public sector and research areas to develop a needs-driven research agenda, provide useful intelligence to the Minister and the Department, and stimulate informed discussion on policy and regulatory issues.

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. 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 have or will have completed your undergraduate degree by January 2020
- you are an Australian citizen
- you have a WAM score of 65 or higher
- 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. 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 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, how you heard about the Graduate Program.

You will complete several capability assessments that are described below.

Situational Judgement Questions: You will also 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 at the Department of Communications and the Arts. You will be asked to select the most effective and appropriate response from a multiple choice list to address each situation.

Arctic Shores Assessment - Online Testing: Once you have successfully submitted an eligible application, you will receive an email inviting you to complete an Arctic Shores 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 Arctic Shores assessments should take around an hour.

Applications should be submitted by 11.30pm on the closing date.

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: This question is designed to enable you to express evidence for a specific key competency which is critical for success in a graduate role. You will be asked to draw on your experiences to demonstrate your capabilities. Your response should be limited to 400 words maximum. We recommend that you to draft your response in a Word or text document before uploading your final version to our system.

Online Video Question: You will be asked to record an online video response to a question focusing on your motivation for the Department of Communications and the Arts Graduate 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

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.

Step 4: Offers

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. You aren't required to provide a separate response to each of the criterion in your written application. Instead, please take the selection criteria into consideration when responding to the question outlined beneath the *Written Application* heading.

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.
- 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 2019
Online testing	April–May 2019
Shortlisting	May–June 2019
Assessment Centres in Canberra	July 2019
Process finalised—offers made	August 2019
Program commencement	January 2020

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 and Careers, Human Resources Branch
- Department of Communications and the Arts
- GPO Box 2154, Canberra ACT 2610

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

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

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

E: graduatemailbox@communications.gov.au



twitter.com/CommsAu



youtube.com/user/DeptCommsAu



[Linkedin.com/company/CommsAu](https://linkedin.com/company/CommsAu)

