



## Information guide to the 2017 Graduate Program

Many people believe that the Department of Finance employs mainly accountants and economists. The reality is that we currently employ more than 1000 employees from multi-disciplinary backgrounds to deliver our broad portfolio of responsibilities.

Between 2010 and 2015 we employed almost 100 graduates with a diverse range of majors:

- Accounting
- Architecture
- Arts
- Commerce
- Communications
- Economics
- Engineering
- Law
- Mathematics
- Project Management
- Science
- Urban Planning

Other degrees are always considered in the 2017 Graduate Program.

Graduates can chart their own career path by working hard, showing initiative, demonstrating innovative thinking, and being open to the countless opportunities across the Department and the Western Australian public sector.

The Department is sought out for our trusted advice and quality services to Government and its agencies. We achieve this through:

- leadership and strategic advice to Government on initiatives to improve the operations and management of services in the public sector
- continuous improvement in the provision of efficient and effective procurement and non-residential building services to government agencies
- the fair and efficient administration of revenue laws and the payment of grants and subsidies to the community
- influential advice and policy development for government on economic reform and utilities.

In 2015 our graduates completed rotations in a number of business areas.

In these placements, they worked alongside senior staff on key projects including:

- procuring hospital equipment
- resolving tax disputes
- delivering new primary schools
- cutting government red tape.



## About the program

### The rotation system

Through a rotation system, we encourage our graduates to be proactive and open to the multiple career opportunities available throughout the Department. Rotations are offered based on business needs, qualification relevance and career interest.

With rotations lasting four months, our graduates are exposed to three very diverse areas within the Department. With opportunity to be involved in:

- contract development and management
- policy development
- administration of revenue laws
- program implementation
- auditing, accounting and business services
- human resource management
- project management
- information and communication technologies

In each rotation graduates have a work plan that specifies their placement objectives.

### Support

Relationships are key to the success of our graduate program. Graduates are supported by management, supervisors, co-workers, buddies and a graduate consultant to ease the transition from study to a professional work environment.

### Graduate skill development

A key goal of the Graduate Program is to develop tomorrow's leaders who possess an adaptable and transferable skill set. The program therefore supports participants to develop skills in:

- business writing and professional communication
- business etiquette and interpersonal skills
- teamwork and basic leadership skills
- research, conceptual and analytical skills
- career development
- time and project management skills

### Training

Tailored to graduate needs, a core training program has been developed including:

- welcome and on boarding program designed to provide support in the transition from university life to a professional business environment
- graduate workshops and training calendar
- networking opportunities with other graduates across the Department
- relevant technical training from subject matter experts
- Future Leaders Program
- job application training to assist with job placement after the program.



## About the program

### Graduate Program benefits

The Department of Finance offers competitive employment conditions for graduates seeking career opportunities, development and a work life balance. We offer graduates:

- starting salary of \$67,896 p.a. plus superannuation
- possibility for extension or permanency
- training and development
- flexible working conditions
- extensive support networks

### Eligibility

To be eligible to apply applicants require:

- Australian Citizenship or permanent residency
- Completion of a university degree in 2015 or 2016.

### Requirements

In the selection process the following requirements will be assessed:

- course weighted average
- research skills
- written communication skills
- initiative
- conceptual and analytical skills
- oral communication and interpersonal skills
- teamwork skills.

### Diversity and the selection process

Graduates from all backgrounds are encouraged to apply. The Department strives to be responsive to community needs by employing a workforce that is representative of the diverse community we serve.

Aboriginal and Torres Strait Islander people and people with disabilities have been identified as diversity groups lacking within our workforce and applicants from these diversity groups are strongly encouraged to apply.

When determining the most suitable person(s) to be appointed, the selection panel and the Approving Officer may take these business needs into account.

### How to apply

The application is the first assessment in the selection process for the 2017 Department of Finance Graduate Program. It is essential that applicants follow the guidelines outlined in the *Guide to the 2017 Graduate Program application* and ensure all required information and documentation is submitted by the closing date **Monday 22 August 2016 at 12pm**.

### Additional resources

To be fully informed about the 2016 Graduate Program and the application process, you will also need to read:

- 2017 Graduate Program advertisement
- 2017 Graduate Program career fair brochure
- Guide to the 2017 Graduate Program application.