



Sport and Recreation 2018 Graduate Program

FREQUENTLY ASKED QUESTIONS

PLEASE READ BEFORE CONTACTING US

What is the aim of the Graduate Program?.....	1
What is Sport and Recreation looking for in a graduate?.....	1
How many graduate roles are there in the 2018 program and in what areas?	2
What will the graduate roles involve?.....	2
What kind of work tasks are graduates expected to do?	2
Do graduates receive any training to support them in their new public sector role?.....	3
How else are graduates supported in their role?	3
What are the minimum qualifying standards for the Graduate Program?	3
What other things does Sport and Recreation favour in a graduate application?	4
Information Session for prospective applicants on the Graduate Program?.....	4
How can I apply?.....	4

What is the aim of the Graduate Program?

ü Sport and Recreation (a division of the Department of Local Government, Sport and Cultural Industries) Graduate Program has been designed with the aim of developing balanced and creative individuals who have an enthusiasm for work.

What is Sport and Recreation looking for in a graduate?

ü Sport and Recreation is looking for graduates who have demonstrated strong results in their university studies and are enthusiastic about pursuing a career in the sport and recreation industry. Ideally, graduates who have a strong desire to make a difference during their time with the department and who display the following qualities:

- Communicate clearly and confidently and have great oral, written and visual presentation skills;
- Work well with others, and show confidence towards building positive relationships with colleagues and other people in industry;
- Complete work tasks on time and in a professional manner; and

- Contribute to the future of sport and recreation projects by assisting with evaluation, research and showing initiative or providing feedback where you can.

How many graduate roles are there in the 2018 program and in what areas?

ü There are three graduate roles on offer at Sport and Recreation in 2018.

- (1) Industry Development – will support with people, organisational, high performance, integrity and safety areas. Assists with projects and events. This position will be based at the Sport and Recreation Leederville office.
- (2) Participation – will support the development of inclusive sport and recreation environment. Assists with community engagement and special initiatives. This position will be based at the Sport and Recreation Leederville office.
- (3) Recreation and Regional Services – will assist with the delivery of sport and recreation programs and services for the department in the Peel-South West Region. This position will be based at the Sport and Recreation South West office in Bunbury.

What will the graduate roles involve?

ü Collectively the graduate roles provide firsthand experience in community participation, organisational development, learning and development, club development, volunteering, event management, high performance in sport, grant management and project management, to name a few examples!

What kind of work tasks are graduates expected to do?

- ü Our graduates get to undertake a variety of interesting work which may include:
- Supporting program management and policy development
 - Analysing and evaluating policy
 - Applying legislation
 - Supporting project and contract management
 - Conducting research and analysis for reports
 - Participating in events
 - Preparing briefing material for conferences and ministerial documents
 - Working on briefings, speeches, reports, letters, ministerials and minutes
 - Liaising with Government departments, local Government offices, external stakeholders, sport and recreation clubs and State Sporting Organisations

Do graduates receive any training to support them in their new public sector role?

ü Throughout the program graduates will be invited to attend activities specifically designed to develop on-the-job skills which may also include formal training. In addition to this Sport and Recreation graduates are enrolled in the [Public Sector](#)

Commission's (PSC) Future Leaders Program This program brings together graduates from various government agencies to learn about working and succeeding in the Western Australian public sector. These sessions are important as they:

- Facilitate networking;
- Enable graduates to become increasingly aware of the business of the Western Australian Public Sector through interaction with other agency staff and guest speakers;
- Keep graduates informed of upcoming events;
- Provide graduates with a unique opportunity to work on cross – departmental projects.

How else are graduates supported in their role?

ü The Graduate Program is looked after by the Graduate Coordinator who acts as a go-to person for graduates. Each graduate will also have a direct supervisor/workplace mentor to help guide and develop in order for graduates to gain the most they can out of the program.

What are the minimum qualifying standards for the Sport and Recreation Graduate Program?

- ü Just like any good team, we have a few minimum qualifying standards that you need to satisfy. These include:
- You are an Australian citizen, permanent resident or have a current visa with unrestricted work rights until January 2019.
 - You have graduated from university in 2016 or will graduate in 2017.
 - Relevant university degree including, but not limited to:
 - o Sports/Business Management;
 - o Event, Sport and Recreation Management;
 - o Human Movement/Sports Science/Leisure Science; or
 - o Commerce, Communications, Planning and Built Environment.
- ü We strongly encourage applications from Aboriginal and Torres Strait Islander people
- ü As part of Sport and Recreation's Youth Initiative, applicants under 25 are encouraged to apply.
- ü Before commencing work with us, a current National Police Certificate will also be required as per the usual Government Policies and, should you work on a project with the youth of our State, a Working with Children Check will also be required.

What other things does Sport and Recreation favour in a graduate application?

- ü Work experience, volunteering experience or university practicum work in the sport or leisure industry;
- ü Understanding and demonstrated knowledge of issues relating to successful development of sport and recreation organisations; and
- ü Knowledge of Western Australia and national sport and recreation sectors, and the issues and trends affecting them.

Information session for prospective applicants on 2018 Sport and Recreation Graduate Program

- ü An information session for prospective applicants will be held 7-8pm, Monday 4 September at the Sport and Recreation Leederville Office.
- ü This session will explore the Departments expectations of graduate officers, potential opportunities and outline in more detail the different roles on offer.
- ü RSVPs are essential to attend the information session. [Please RSVP online](#) by 6pm Sunday 3 September.

How can I apply?

- ü Visit www.jobs.wa.gov.au
- ü **Applications open from Wednesday 23 August 2017 and close 3pm, Friday 29 September 2017.**
- ü **You MUST provide the following:**
 - A comprehensive resume that clearly outlines your overall experience, knowledge and skills.
 - A maximum one A4 page cover letter outlining relevant, work experience, qualifications and skills that will enable a reasonable assessment as to why you are the best person for the job.
- ü For further **information only** (not the application pack) please contact the Graduate Program Coordinator, Grant Trew on +61 8 9492 9753 or email grant.trew@dlgsc.wa.gov.au