



Graduate Development Program 2017

Information pack for applicants

Commissioner's foreword



I am pleased to invite university graduates to apply for the Public Sector Commission 2017 Graduate Development Program.

The program provides graduates with opportunities to learn from, and interact with, high-profile stakeholders across the public sector, while fast-tracking their learning and equipping them for public sector positions. Graduates will develop a range of valuable skills and capabilities through the program, in an exciting, supportive and diverse environment, that will stand them in good stead for future career advancement.

Having commenced in the public sector through a graduate program, I can personally attest to the benefit and the opportunities it can present. The public sector is a dynamic, people-focused organisation, where workplace equity and diversity is a priority.

Joining the Commission will provide you with unique experiences not available in other public sector agencies. Much of our role requires us to work on projects that have wide-reaching implications for the public sector.

Having commenced in the public sector through a graduate program, I can personally attest to the benefit and the opportunities it can present.

Within this application pack you will find information about the Commission's role, outlining how our Graduate Development Officers work in, and contribute to, the public sector. The application pack also highlights the benefits of the program and how it will help you to 'fast-track' your professional development, as well as gaining valuable and varied work experience.

I encourage all university graduates to apply for the 2017 Graduate Development Program and, should you decide to do so, wish you every success with your application.

A handwritten signature in black ink, appearing to read 'M C Wauchope'.

M C Wauchope
PUBLIC SECTOR COMMISSIONER

July 2016

The aim of the Commission is to bring leadership and expertise to the public sector to enhance integrity, effectiveness and efficiency. Our vision is of a high performing public sector serving the needs of our State now and in the future.

Public Sector Commission



To work towards achieving these objectives, the Commission has identified the following four strategic priorities:

- increase efficiency, flexibility and integrity
- provide and support governance and leadership
- build an accountable, knowledgeable and diverse workforce
- promote openness and transparency in evaluation and reporting practices.

The objective of the Commission's activities is a high performing public sector that services the needs of the public now and in the future. A public sector that works efficiently and with integrity can provide the public with better results, and better public value. Integrity is also important in ensuring the public sector is trusted and accountable for its actions.

Our tailored 12-month Graduate Development Program will help you fast-track your professional development, gain valuable and varied work experience in government programs and policies and undertake networking opportunities with skilled and diverse professionals.

Graduate Development Program



The program provides you with 'hands-on' experience and offers you the opportunity to work both independently and collaboratively on a wide variety of projects, allowing you to build new capabilities in a supportive environment.

Our graduates will benefit from an extensive induction program. As a Graduate Development Officer you can expect to:

- research and analyse issues relevant to the public sector
- undertake policy and project activities to support business objectives
- contribute to policy and provide advice on a variety of activities
- liaise with both internal and external stakeholders and participate in project groups
- develop, prepare and disseminate Commission publications and marketing material
- prepare reports, briefing notes and draft correspondence for the Commissioner and other senior staff members
- respond to requests for information from other agencies and members of the public
- undertake structured learning opportunities to develop your capabilities and position you as a future leader.

During the 12-month Graduate Development Program you will undertake a series of diverse and challenging work rotations which will provide exposure to our diverse operations, while allowing you to develop a range of valuable skills and capabilities, including:

- policy development
- leading research projects that result in recommendations being made to Corporate Executive for implementation
- ability to interpret legislation, policies and procedures
- research, conceptual and analytical skills
- teamwork, networking and communication skills.

The seminars, training and networking functions you attend as part of the program will help you gain insight into how government operates, with the Commission committed to developing graduates as future leaders in the sector.

Our graduates participate in the Graduate Future Leaders Program, which includes an 'action learning project' that brings together graduates from different agencies to work on topics based on winners and finalists from the Premier's Awards.

Skill development



Our graduates have worked alongside senior staff on a wide range of challenging projects including:

- involvement with investigations, reviews and inquiries undertaken by the Commission
- involvement with the transfer of minor misconduct functions from the Corruption and Crime Commission to the Commission
- assisting with the development of documentation relating to corruption prevention and integrity promotion
- contributing to a variety of publications including annual reports
- developing briefings and other high quality reports for executive staff to support decision making and analysis of business-related decisions
- data collection enabling public sector workforce trend analysis
- assisting with the preparation of budget estimates
- assisting with the drafting of new and amended legislative and reporting frameworks
- interpreting relevant legislative frameworks and assessing implications for the public sector
- undertaking cross-jurisdictional research and synopsis of complex legal issues.

What to expect



The Graduate Development Program offers an amazing start to your career in the public sector. Benefits of the program include:

- starting salary of \$67 896 plus superannuation
- permanency at the successful completion of the program
- an extensive induction program
- exposure and experience across key functions of the Commission via a series of diverse and challenging work rotations
- opportunity to work in a central Government agency and contribute to policy and government decision making
- opportunity to research and analyse issues relevant to the public sector
- targeted and comprehensive professional development, including leadership development opportunities to position you as a future leader
- networking opportunities with skilled and diverse professionals
- access to flexible working and leave arrangements (in negotiation with your manager)
- access to health, wellness and support programs and corporate health fund discounts
- study leave assistance
- transferability of leave entitlements between public sector agencies giving you career flexibility.

Graduate Development Program benefits



Eligibility

To be eligible for the Graduate Development Program, you need to:

- be an Australian Citizen or permanent resident (evidence to be provided with your completed application)
- be completing your three-year or more degree in 2016 or have completed in 2014 or 2015 (Graduates from all disciplines are encouraged to apply. However, human resource management, law, organisational psychology, public policy, humanities, industrial or employment relations and business disciplines have been identified as the most desirable.)
- have achieved consistently high academic results (copies of all official academic transcripts are required to be provided with your completed application)
- have undertaken some form of paid or unpaid work or work experience.

Note: Applicants with qualifications obtained outside Australia are responsible for ensuring these are assessed by the Overseas Qualification Unit, Department of Training and Workforce Development.

How to apply

To apply, please visit www.jobs.wa.gov.au and enter PSCGrad17 in the search field to be directed to the application details.

You can submit your application from Friday 8 July 2016 until 4.00 pm Monday 1 August 2016. Late applications will not be accepted.

Eligibility and how to apply



Interview process

After initial shortlisting of applications, successful candidates will be invited to attend an interview, which are planned for mid-August 2016.

Most of the questions asked at the interview will be based on the following work requirements of the Graduate Development Program:

- well-developed research and analytical skills
- ability to prioritise work and meet deadlines
- initiative and problem-solving skills
- well developed communication skills (written, oral and interpersonal)
- ability to work as a member of a team.

During the interview process you will also undertake a work-based assessment which will be aligned to the above work requirements and the general duties of the Graduate Development Officer position. You are able to refer to your completed application during the interview, if needed.

Following the interview, referee checks will be conducted as part of our selection process.

Interview process



Supporting diversity

As an equity and diversity employment initiative, we are actively seeking applicants of Aboriginal or Torres Strait Islander descent and/or people with disability to apply for our January 2017 intake.

Want to know more?

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Accessibility

If attachments to this publication are required in an alternate format, email HRSCSU@psc.wa.gov.au or telephone 6552 8876.