



2019 GRADUATE PROGRAM APPLICANT JOB PACK

ABOUT THE DEPARTMENT

The Department of Jobs, Tourism, Science and Innovation (JTSI) is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science, and innovation sectors in Western Australia. The department offers excellent career prospects in a supportive and stimulating environment.

JTSI is staffed by technical experts in economics, law, resources, governance, policy, environment, heritage, project management, investment attraction and many other fields that contribute to developing economic supports for the future of the Western Australian economy.

Our staff can:

- negotiate and guide [agreements](#) made between the government and major project (mainly resource) proponents.
- identify, plan, and develop [Strategic Industrial Areas](#) for use by strategic and heavy industry which generates significant investment and employment for the State.
- promote Western Australia's [defence](#) sector capability and capacity to deliver the nation's future shipbuilding and submarine programs.
- advise government internally on economic policy.
- [project manage approvals](#) in land tenure, native title and heritage, environment and planning for major government infrastructure initiatives.
- support programs that celebrate the achievements of Western Australia's [science](#) community
- assist local businesses to [participate](#) in major Western Australian markets, and compete for [State Government](#) contracts.
- support and accelerate [new and emerging businesses](#) to create Western Australian jobs.
- support Western Australia's export industries through our [global offices](#) and our [trade and investment division](#), which specialise in linking like-minded international investors with real opportunities in Western Australia.

The Department of Jobs, Tourism, Science and Innovation comprises the [Western Australian Tourism Commission](#) and the following six operational divisions:

- Policy, Planning and Economic Development – provides strategic policy advice on State development issues, develops industrial land, and delivers projects that are of State significance.
- Resources Development and Defence – leads and assists the development and expansion of Western Australia's resources and industry sectors, improves local industry capability and participation, and promotes Western Australia's defence sector.
- International Education, Trade and Investment – promotes export market development and manages the State Government's network of international trade and investment offices.
- Science and Innovation – works collaboratively with industry, government, research and the innovation sectors to diversify the economy and create jobs through the development of Western Australia's scientific and innovation capability and capacity.
- Corporate Services – provides efficient and appropriate corporate services and advice to management and staff in support of the Department's vision and roles.
- Legal Services – provides and coordinates specialist legal advice across the department.



ABOUT OUR GRADUATE PROGRAM

Our exciting and unique graduate program is a collaborative venture with the Department of Mines, Industry Regulation and Safety, and the Department of Primary Industries and Regional Development.

Using three-month rotations and structured training, our graduate program is designed to provide exposure to each department's diverse operations, while also creating opportunities to develop valuable skills and experience.

Our graduate program aims to advance graduates' careers in an exciting, supportive and diverse environment, while also adding value to departmental operations and developing future management and leadership capability.

GRADUATE PROGRAM FAST FACTS:

- Structured 18-month program
- Starting salary of \$69,896 per annum + superannuation
- Flexible working hours
- Perth based locations
- Permanent position at conclusion of program
- Three month rotations tailored to build your professional expertise
- Rotational opportunities in your home agency and other government agencies
- Targeted training opportunities
- Opportunity to expand your networks with skilled and diverse professionals

ELIGIBILITY REQUIREMENTS & EMPLOYMENT SCREENING

To be eligible for the graduate program, you must have one of the following at the time of lodging your application;

- be an Australian citizen or have permanent residency status in Australia for a **permanent appointment** to the Western Australian public sector;
- a Special Category Visa with unrestricted stay and work rights for New Zealand citizens for a **permanent appointment** to the Western Australian public sector;
- documentary evidence (i.e. working visa) of your entitlement to live and work in Australia for the duration of the **fixed term employment**.

And:

- be completing your first degree qualification in the current year or have completed it in the preceding calendar year.

As part of the agency's Workforce and Diversity Plan the graduate program is a youth, Aboriginal and Torres Strait Islander, and people with a disability targeted employment initiative. For that reason graduates' 25 years of age or younger, people of Aboriginal and Torres Strait Islander descent, and people with a disability are strongly encouraged to apply.

The Department of Jobs, Tourism, Science and Innovation conducts employment screening for applicants, which may include a National Criminal History Check.



THE GRADUATE PROGRAM EXPERIENCE

Graduates successful for the program will commence employment on a fixed term contract at the department with whom they have secured a position – it's up to you to decide which department to apply to and make your home base as you embark on your public sector career.

Intake for the graduate program commences mid-January each year, and involves six (6) placements with the initial (3) months starting at your home department. From the outset of the program you will be allocated a graduate sponsor who will support you throughout the 18 month program.

During the first few weeks of the program you will participate in an orientation day and undertake various inductions. Over the next three (3) months you can also expect to get started with work projects and training programs, including the Public Sector Graduate Future Leaders Program.

Upon completion of your first three (3) months, you will then proceed on approximately five (5) further rotations of three (3) month durations – these rotations can be undertaken within other areas of your home department; with other participating graduate program agencies; or with other government agencies not directly involved in the graduate program.

Throughout the program your graduate cohort will be supported by the Graduate Program Coordinator, who will work with you and your fellow graduates to plan and facilitate a suitable rotational program.

Over the 18 month program you will also have access to:

Tailored Training Program

A comprehensive training program delivered by various providers, which includes but is not limited to:

- Writing skills in Government
- Inside Government: the Legislative Framework
- Budget process, cycle and preparation
- How to prepare a business case
- Project management fundamentals
- Plus others

Support

Along with your sponsor and line manager at each rotation, later on in the program you will be matched with a mentor. The mentor is an additional form of support and provides motivation and information to further enhance your career aspirations and goals.

Networking

Graduates are encouraged to develop and maintain their own networks as well as communicate with each other during the program. This includes group meetings and attending monthly information sessions.

Following successful completion of the first 12 months of the graduate program, provision will be made to convert graduates to a permanent position.

The 18 month graduate program concludes in June the year following commencement, at which point there will be a ceremony to celebrate completion of the program.



WORKING AT JTSI

We're keen to develop a diverse and dynamic workforce and welcome applications from Aboriginal and Torres Strait Islander people, young people, women, people with disabilities and people from culturally and linguistically diverse backgrounds.

Conditions and Benefits

The Department has appealing employment conditions, flexible working arrangements and offers a wide range of attractive benefits that support individual needs and encourages a healthy work life balance.

- Competitive gross salary.
- 9.5 per cent superannuation contribution to the fund of your choice.
- Four (4) weeks annual leave each year and 17.5 per cent annual leave loading paid the first pay period in December.
- 13 weeks long service leave (LSL) on completion of 7 years' continuous service (pro-rata for part time). LSL can be taken on double pay, half pay or cashed out (conditions apply).
- 15 days personal leave per anniversary year, to be used for sick leave, carer's leave, unplanned and planned absences.
- Two (2) public service holidays in lieu per year (conditions apply).
- Parental leave; purchased salary leave.
- Salary packaging options, including novated vehicle leases and superannuation.
- Corporate health plans offering discounted health insurance premiums with selected providers.
- Employee Assistance Program.
- An active social club offering a range of activities and events.
- Wellness Program which includes annual skin screening, flu vaccinations and access to an onsite gym.

Learning and Development

The Department is committed to ongoing learning and development of our employees. Our supportive and encouraging environment aims to provide the training and development you need to undertake your job to the best of your abilities, and assist with your future professional career aspirations.

- Professional development, including leadership programs, attendance at conferences/seminars, and in-house and on-the job training.
- Mentoring Program.
- Paid and unpaid study leave options (conditions apply).
- Work development plans to support employee performance, encourage ongoing feedback, and identify training and development needs.



PREPARING YOUR APPLICATION

To apply for the graduate program at JTSI you need to submit:

Your cover letter

A cover letter (**maximum three pages**) which outlines the following:

- Why you are interested in working at the Department of Jobs, Tourism, Science and Innovation, and how it fits with your career aspirations; and
- A description of your role in a project (university assignment is ok) that you have undertaken or participated in that demonstrates your research and communication skills.

Your CV/resume

Your CV/resume – recommended to be no more than four (4) pages – should outline your relevant work experience, education, training, and outline your duties and responsibilities in positions you've held and key achievements.

You may also like to include activities that you have undertaken outside of work which demonstrate experience/skills that are relevant/transferable to the advertised position.

Your CV/resume should also include contact information for two (2) professional referees, with a current line manager preferred. Please provide referee name; work address; email address; and contact telephone number.

Please do not provide written references with your application.

Evidence of formal qualifications

A copy of your academic record and evidence of your bachelor degree in one of the disciplines described in the job advertisement, or an approved equivalent degree (completed in the current or preceding calendar year.)



LODGING YOUR APPLICATION

All applications should be submitted online via the [WA Government Jobs Board](#). However, should you experience difficulties applying online please use one of the alternative options below to submit your application, and/or contact Human Resources on (08) 9222 0463 or (08) 9222 0403 for further assistance.

If you are unable to apply online you may email your application to recruitment@jtsi.wa.gov.au or send your application by post or personal delivery to:

“Confidential Advertised Vacancy”
Department of Jobs, Tourism, Science and Innovation
Level 6, 1 Adelaide Terrace
EAST PERTH WA 6004

(or where applicable, the designated address in the job advertisement).

Applications must be received by the closing date and time specified in the advertisement. We are not able to accept late applications.

2019 Graduate Program

Applications Close: Monday 3 September 2018 at 5.00pm (AWST)

It is the responsibility of applicants to ensure their application has been received on time and lodged correctly with all attachments.

A QUICK GUIDE TO THE RECRUITMENT PROCESS

A selection panel will be formed and may use a variety of methods to assess your suitability against the advertised job. The key steps in the recruitment process are:

- The selection panel assesses all written applications and agree on a **shortlist** of the most competitive applications.
- Shortlisted applicants are assessed further. Generally an **interview** is conducted, but other assessment methods may also be used, such as a writing exercise or presentation.
- **Referee reports** will be sought for the most competitive applicants. If you have concerns about us contacting your current employer please notify us.
- A **selection report** is prepared and recommendation endorsed.
- All applicants are notified in writing of the outcome. All applicants are encouraged to seek **feedback** on their application.
- A **breach claim** period of four (4) business days is activated, during which time applicants can lodge a claim against the process in accordance with the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 and Commissioner's Instruction - Employment Standard*.