



Department of  
Education

# Graduate Development Program 2021 Information Guide

## About the Department

The Department of Education is responsible for both public schools and non-government education services across the State. As the largest employer in Western Australia, our people are our most valuable asset.

We believe in delivering high quality education to all students in Western Australia, regardless of background and across all schools and learning environments. With over 800 worksites including schools and central services, we are committed to students achieving their best and being lifelong learners who contribute actively to their communities and to society.

Working for the Department of Education means you will also enjoy a range of employee benefits including competitive salaries, flexible working arrangements, comprehensive salary packaging options, attractive leave provisions and training and career development opportunities.

## Working with us

Our Education Business Services (EBS) division provides professional business services and support for public schools and the wider education system. These highly valued services are delivered through the areas of Finance and Commercial Services, Information and Communication Technologies, Infrastructure, and Business and Customer Services. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

## Our graduate development program

Our graduate development program offers you the chance to start your own bright future with a personalised development opportunity like no other. As a graduate, you will complete the program, rotating through different aspects of work within your specialisation. Taking on meaningful work from day one, you'll be guided through a tailored training program which aims to accelerate your personal and professional development.

In addition to developing your technical knowledge and skills you will learn to professionally collaborate and consult with internal and external stakeholders. You will have the opportunity to contribute to policy, plans and systems that support the financial and Information and Communication Technology (ICT) management of schools and related organisational services.

You will be fully supported throughout the program, commencing with an induction and on boarding experience to ensure you are confident and equipped for your placement. You will work with your supervisor to create a structured work plan and training program tailored to your growth and development goals. This is in addition to ongoing feedback and mentoring provided by your support network, to develop and enrich your graduate experience.

## Graduate placements

Our program offers six 24-month fixed term Graduate Officer roles in Education Business Services with rotational placements within four streams.

**Please note: The advertised opportunity is for one (1) position within the Commercial Services business area. You will be joining a cohort of five (5) graduate officers that have commenced the Graduate Development Program in January 2021.**

### Commercial Services

- Procurement of community and commercial services
- Contract planning and management

### Financial Planning and Resourcing and Financial Services

- Budget and resource management
- Strategic financial advice and analysis
- Budget strategy and school funding
- Financial accounting and reporting
- Financial policy and governance for schools
- School financial management and support

### Information and Communication Technologies (ICT)

- Governance and planning
- Integration, building and deployment
- Operations and customer service

## Learning experiences

Throughout each rotation you will have the opportunity to demonstrate and develop key skills including:

- collating data, undertaking analyses and reporting on a range of operational matters.
- preparing correspondence on departmental matters, including briefing notes, Ministerial correspondence, responses to parliamentary questions and memorandums.
- researching policy and project objectives and providing input on the strategic direction of the Directorate.
- contributing to the development, implementation and review of policy and procedures.
- collaborating with internal and external stakeholders and establishing effective working relationships.

## Recruitment process

All graduate applications should be submitted online at [JobsWA](https://www.jobs.wa.gov.au). It is essential you follow the instructions outlined in the 'Application Guide' and allow enough time to complete this process as applications cannot be accepted after the closing date and time.

*The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.*

## More information

For more information about the Graduate Officer roles contact Julie Bassett, Manager Capability Building, on T: 9264 5107 or E: [julie.bassett2@education.wa.edu.au](mailto:julie.bassett2@education.wa.edu.au)