



Graduate Development Program 2023 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 means you will also enjoy a range of employee benefits including competitive salaries, flexible working arrangements, salary packaging options, attractive leave provisions and training and career development opportunities.

Working with us

Our Education Business Services (EBS) group provides professional business services and support for public schools and the wider education system. These highly valued services are delivered through the areas of Business and Customer Services, Finance and Commercial Services, Information and Communication Technologies and Infrastructure. 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 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 business and customer services, finance, infrastructure and information and communication technologies (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 up to 6, 4 monthly rotational placements over the 24 month program within the following streams.

Business and Customer Services

- Business Improvement and Capability
- Business Support
- Corporate Information Services
- Finance Services
- Payroll Services

Commercial Services

- Commercial and Business Services
- Contract Planning and Management
- Procurement of Community and Commercial services

Financial Planning and Resourcing and Financial Services

- Budget and Resource Management
- Budget Strategy and school funding
- Financial Accounting and Reporting
- Financial Policy and Governance for Schools
- School Financial Management and Support
- Strategic Financial Advice and Analysis

Information and Communication Technologies (ICT)

- Governance and Planning
- Integration, Build and Deployment
- Operations and Customer Services

Infrastructure

- Asset Planning and Services
- Capital Works and Maintenance

Learning experiences

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

- collating data, undertaking analysis and reporting on a range of operational matters
- contributing to the development, implementation and review of policy and procedures
- collaborating with internal and external stakeholders and establishing effective working relationships

- 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.

Recruitment processes

All graduate applications should be submitted online at [JobsWA](#).

The following actions are required to complete your application:

1. Read the attachments to the advertisement and prepare your documents in advance.
2. Click on “Apply for job” button on the job advertisement and answer a few application questions, including referee details.
3. Upload your:
 - a. Current CV including contact details for two (2) referees (one being supervisory). This needs to be in Word or PDF format. It is important to tell us about the different facets of your experiences to date, so please include your work experience, extra-curricular involvement, achievements, associations, and any leadership roles.
 - b. University academic transcripts, showing your name, the university, degree title, year completed, course weighted average or equivalent, subjects and grades. Your degree transcript must show completion in the last 24 months.
 - c. Proof of eligibility to work in the WA Public Sector - either your Australian passport, Australian citizenship, permanent residency visa or temporary visa.
 - d. A two-page written submission that includes:
 - Identification of your work stream preferences in order. You can apply for more than one stream.
 - An introduction of who you are, why you have chosen the work stream(s) of interest and why you would like to work for the Department of Education.
 - An outline of how your personal strengths and experience may apply to work within the Graduate Development Program.
 - A one-page summary describing a team project or assignment you have been involved in. Outline your role in that team. Tell us how you used your research and analytical skills, prioritised your time, worked through problems that arose and used your communication skills to achieve results and complete the project

Please allow sufficient time to complete this process including completing all questions and uploading supporting documentation as applications cannot be accepted after the closing date and time.

We are selecting suitable applicants using a combination of assessment methods throughout the shortlisting and further assessment stages of the recruitment process to determine your suitability for placement into the pool.

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 Development Program or Officer roles contact:

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