



Government of **Western Australia**  
Department of **Treasury**

# Graduate Program 2024 Applicant Guide



# Applicant Information Pack

## Help Shape the Future – Treasury needs you!



**2023 Graduate Cohort**

It doesn't matter whether you have graduated or are soon to graduate in Accounting and Finance, Economics, Commerce, Law, International Relations, Data Science, Environmental Science, or some other discipline, we are keen to hear from Graduates from all different backgrounds and disciplines. At Department of Treasury (Treasury), you will build an exciting career where you will have the opportunity to perform challenging and interesting work on a range of high-profile State projects and tasks.

This is your opportunity to launch your career in the Western Australian public sector where you will be actively supported by a network of supervisors and colleagues, all whilst contributing to important work that delivers outcomes for the Western Australian community.

We have an active and vibrant Young Professional Program (YPP), which hosts a range of social gatherings, development opportunities, and other networking opportunities throughout the year.

If you are passionate about making a difference and shaping public policy and providing meaningful contributions through your work on current economic, financial and social issues, then Treasury is the place to shape your future.

## Working at Treasury

Treasury is the central State Government agency that manages Western Australia's public sector finances and formulates and implements the annual State Budget.

We develop economic and revenue forecasts, and monitor developments in the State's economic, major revenue bases and public sector finances, to ensure Western Australia remains on track against the State Government's economic and fiscal objectives.

Our policy advisory role covers a wide range of issues, including Commonwealth and State financial relations, revenue policy, public sector wages policy, public sector superannuation policy, and advice on alternative models of service delivery and infrastructure provision.

For further information about what we do, please head to our website at [www.wa.gov.au/treasury](http://www.wa.gov.au/treasury).

## Hear from our Graduates .....

*“As a fresh university graduate, with a Bachelor of Arts majoring in Law and Politics, I didn’t think I would get a position in the Treasury Graduate Program or know what to expect working for Treasury, but I applied anyway. And I am so thankful I did! From my first interview, right through to commencing in my graduate position, I have felt valued and welcomed, which as a young Aboriginal woman I was worried about.*



*Treasury is not all numbers or just for those with a finance, accounting, or economic background. It also has a central role in policy and government decision-making as a central agency, which has enabled me to utilise my degree, and learn so much more beyond it.*

*Giving back to my community and helping the most vulnerable, especially Aboriginal people, has always been important to me, and through my position I have been able to do this whilst gaining a wealth of knowledge that I know will help me throughout my professional life. I cannot wait to see where my career at Treasury will take me!”*

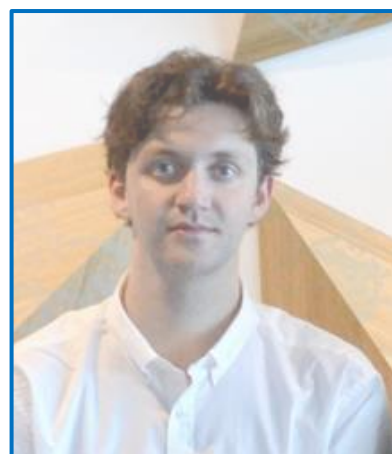
**Tahlia Fenton**, 2022 Aboriginal Graduate Officer, Treasury WA

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*“I have thoroughly enjoyed my time in the Treasury graduate program, as it provided an exceptional platform for acquainting myself with both the department and the broader public sector. The orientation week served as an invaluable introduction, facilitating meetings with directors and executives and providing profound insight into the invaluable work conducted at Treasury.*

*The rest of my time here has also been remarkable, with managers consistently offering opportunities for learning and career growth. One notable highlight for me was the privilege of witnessing the Treasurer’s budget announcement from the floor of parliament. Additionally, the program emphasised the importance of ongoing professional development, encouraging us to actively seek external courses and seminars.*

*Beyond the program structure, the people at Treasury contribute significantly to its appeal as a remarkable workplace. The prevailing atmosphere of kindness and willingness to support one another’s learning and growth is truly commendable.”*



**Joshua Hay**, 2023 Graduate Officer, Treasury WA

## .... Helping to define tomorrow

## Conditions and Benefits

Treasury's employment conditions offer a wide range of attractive benefits that support individual needs and encourages a healthy work life balance. These include:

- Flexible working options which include, flexible work hours, part time and job share opportunities as well as working from home for a maximum of two (2) days per week.
- Generous leave entitlements, including:
  - Four (4) weeks annual leave per calendar year.
  - 13 weeks long service leave (LSL) on completion of seven (7) years continuous service (pro-rata for part time). This can be taken at double pay, half pay or can also be cashed out (conditions apply);
  - 15 days cumulative personal leave per anniversary year, to be used for sick leave, carer's leave unplanned and planned absences.
  - 3 days bereavement leave on each occasion.
  - Paid parental leave (after 12 months of service).
  - Three (3) public service holidays to be used each calendar year (conditions apply);
  - The option to purchase up to an additional 10 weeks leave per calendar year.
- Corporate health plans offering discounted health insurance premiums with selected providers.
- Ongoing support to employees through our Employee Assistance Program and Workplace Support Officers who are also trained in Mental Health First Aid.
- Health and Wellbeing Program that includes annual flu vaccinations, skin checks, coffee shop forums on health and wellbeing issues and other health initiatives.
- Salary packaging options, including novated vehicle leases and superannuation.
- Proactive diversity committee and RAP working group that support diversity and inclusion in the workplace through events and sharing of information
- Employee Reference Group for employees to provide input into programs that enhance employee experience and engagement.
- Access to the Young Professional Program (YPP) who are proactive in organising social events, development opportunities and network events internally and with other public sector agency cohorts.

And we must mention the exhilarating view from our home – our office building and workstations on Floors 19, 20 and 21 of David Malcolm Justice Centre (DMJC)!

## Learning and Development

At Treasury you can drive your own development. We encourage continuous learning and at Treasury you will find a wide range of learning and development available to suit your individual needs. These include participation and access to:

- Public Sector Graduate Launch Program
- Under Treasurers Education Development Program (UTEDP)
- Executive/Director Shadowing Program
- Monthly coffee shop forums aimed at developing your knowledge of business-related work/projects, health and wellbeing, diversity and inclusion
- Professional development opportunities, such as leadership development and access to our employee personal development allocation to the value of \$2000 per annum and access to online learning through Click2Learn
- Access to paid and unpaid study leave (conditions apply)
- Acting opportunities and internal rotation programs



## Application Dates and Process

<b>Applications Open:</b>	30 June 2023
<b>Applications Close:</b>	7 August 2023 (5.00pm WST)
<b>Online Video Assessments:</b>	From 10 August 2023
<b>Shortlisted Applicants Notified:</b>	From 23 August 2023
<b>Cognitive/Behavioural Assessment:</b>	From 22 August 2023
Email invitations with a link to the assessment will be sent 22 August 2023 with responses closing on 28 August 2023 at 5.00pm (WST).	
<b>Interviews:</b>	From 30 August 2023
<b>First Round Offers:</b>	From 27 October 2023
<b>Graduate Program Commences:</b>	8 January 2024

For the best chance of success, we strongly encourage you to read the information in the job advertisement, the Graduate Officer Role Statement and the Level 3 Capability Framework before applying.

As part of our strategy to increase the diversity of our workforce, Aboriginal Australian people are strongly encouraged to apply for this job and applications will be considered in accordance with *Section 51 of the Equal Opportunity Act 1984*.

If you require more information about the position, please contact [recruitment@treasury.wa.gov.au](mailto:recruitment@treasury.wa.gov.au).



## Step 1: Online Application Form (Closes 7 August 2023)

To apply for the role, you will need to ensure you complete the following:

1. Go to [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) and select the 'Apply for Job' button on the advertisement.
2. Complete the online application form and upload the following documents to your application:
  - Statement (one page maximum) that highlights your skills and abilities relevant to the role and why you want to be a part of the Treasury Graduate program (in Word or PDF format);
  - Comprehensive resume (maximum 2 pages) that summarises your academic and work experience (in Word and PDF format);
  - Copy of your current or completed official academic record which demonstrates an academic average of 70% or above (Weighted Average Mark must be clearly shown or demonstrated in the documentation provided). Please note this must be in the form of an official transcript or official letter issued by your university and **screenshots from online portals will not be accepted.**
  - Copy of your evidence of Australian citizenship or Australian permanent residency; and
  - Details of two referees who can comment on your skills and abilities relevant to the role.

NOTE: If you don't provide the above required documentation as part of your application, you will not meet the eligibility requirements and will not proceed to the next step in the recruitment process.

## Step 2: Video Interviews (From 10 August)

If you are selected for the next stage, you will be asked to complete a one-way video interview. During the video interview, you will be asked to answer 3-4 questions based on your skills, abilities, and motivations for applying for the Treasury Graduate Program. It can be done on your computer, mobile or tablet device.

We recommend you complete the interview in a location that is quiet and where you are unlikely to be disturbed. The whole process should take no longer than 30 minutes to finish, which includes checking your setup, doing some practice questions, and completing your interview.

## Step 3: Behavioural and Cognitive Testing (From 22 August)

If you are shortlisted for an interview, you will be notified accordingly and emailed a link to complete a Behavioural and Cognitive Assessment. These assessments may be timed, so it is important that you have reliable internet access and uninterrupted time to complete both assessments.

## Step 4: Face-to-face Interviews (From 30 August 2023)

The interview will be approximately 30-40 minutes long and you will be asked to answer questions in a panel style interview with ample reading time provided beforehand for you to prepare your answers. You will be notified of this in advance of your interview and be given preparation time if you have proceeded to this stage.

## Step 5: Notification to Applicants

First round offers will be made by end of October 2023 to successful applicants. If you have been unsuccessful in the process, you will be emailed and given the opportunity to seek feedback from the panel after the conclusion of the recruitment process.

You will also receive notification of the Breach of Standard process available to you should you believe that the Public Sector Employment Standard has been breached. You will have 4 working days to lodge a 'Breach of Standard' claim.

We wish you the best with your application and look forward to the opportunity to welcome you to Treasury.

For more information about a career with Treasury, visit [www.treasury.wa.gov.au/careers](http://www.treasury.wa.gov.au/careers).

If you have any queries relating to the recruitment process, the Treasury Graduate program or working in Treasury, please email [recruitment@treasury.wa.gov.au](mailto:recruitment@treasury.wa.gov.au).

**We thank you for your interest in the Treasury Graduate program and wish you luck with your application!**