



Government of **Western Australia**
Department of the **Premier and Cabinet**

Applicant Information Package

Graduate Development Program



About us

The Department of the Premier and Cabinet provides quality policy, and administrative advice and support to the Premier and Cabinet Ministers. As a central government agency, our purpose is to lead the public sector in providing whole-of-Government advice and support to the Premier and Cabinet, in their service of the Western Australian community.



The Opportunity

Be a part of a rewarding and challenging graduate development program at the centre of Government. As a Graduate, you will be involved in developing key policy solutions to whole of government issues and assist in shaping high level advice to the Premier and Ministers and other business areas across our six divisions.



Learning and Development

Our 12-month program offers a range of exciting learning and development opportunities.

The program supports Graduates to develop skills in;

- government writing and professional communication
- negotiation and liaison with people from other public sector agencies
- analytical, conceptual and research skills
- time and project management skills
- strategic policy development
- drafting submissions and comments to Cabinet
- Job application and interview skills training to assist with job placement after the program

Graduate Program Benefits

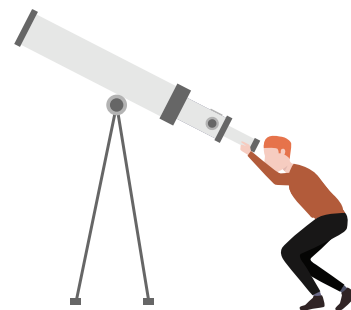
The Department offers a range of attractive employment conditions for our Graduates, including:

- an initial 12-month fixed term contract with customized rotational opportunities
- starting salary of **\$79,156 p.a.** plus superannuation
- possibility of extensions or permanency at level and/or acting opportunities
- training and development plan
- Experience unique to the Department - interaction with Executive Government
- generous leave entitlements
- health and wellbeing initiatives
- comprehensive support network and Employee Assistance Program



What we're looking for

We are looking for recent graduates who are team players, problem solvers and who are forever curious and committed to lifelong learning. People who want to contribute their skills and experience and aspire to become leaders of tomorrow with a sense of commitment to service and want to be part of something bigger, in a dynamic environment that fosters ongoing development.



Leadership



Connection



Impact

Throughout the selection process you will need to demonstrate the following Graduate Officer role requirements:

- An ability to contribute your unique strengths to support team outcomes;
- Excellent communication and interpersonal skills;
- Analytical and research skills;
- An ability to prioritise work and meet deadlines; and
- Uphold our three values of Leadership, Connection and Impact.

Diversity in recruitment

We strive to have a workforce that is representative of the diverse community we serve and encourage people from all backgrounds to apply.

We strongly encourage applications from qualified candidates from all walks of life, including Aboriginal and Torres Strait Islander people, people with disabilities, those with culturally and linguistically diverse backgrounds, and members of the LGBTQIA+ community. Our diversity makes us stronger.



How to apply

You will be asked to submit a written application and up-to-date CV. It is important that you read the job advertisement carefully to ensure you meet all the application requirements, including adherence to page limits.

The Jobs and Skills WA website has extensive career planning resources to help you with your application. Visit the [Jobs and careers section of the website](#) for more information.

If you are enthusiastic, looking for a challenge and passionate about working to deliver a brighter future for all Western Australians, then you should apply.



Step 1 : Submitting your application

The following paperwork must be submitted for assessment to be considered eligible for the 2025 Graduate Program.

- Evidence of Australian citizenship or Australian permanent residency.
- A copy of your most recent academic transcript.
- A current CV (maximum 3 pages) outlining your work experience, achievements, extra-curricular involvements and/or leadership roles you have undertaken, including details of two (2) referees.
- A two-page written application telling us about:
 - Why you want to work at DPC.
 - Your skills and attributes that will be relevant to the role (including your analytical and research skills, communication and interpersonal skills, how you prioritise your work and meet deadlines as well as your experience working in a team environment). Be sure to use examples from your university, work, volunteering, internships, or personal experiences.

Once you have put together all the above, apply online through the [WA.Gov.au Jobs search page](#) by clicking the 'Apply for Job' button on the advertisement.

You will be asked to answer a number of questions which will determine your suitability for the role. It is strongly recommended you allow plenty of time to prepare and submit your application online.

Applications must be lodged by 4:00pm on Monday, 2 September 2024.

Late applications will not be accepted.

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



Step 2 : In-person interview

As part of the interview process, you will be asked to complete a written exercise and take part in a short panel interview.



Step 3 : Referee checks and notification to applicants

Following the interviews, references will be sought for candidates deemed suitable and employment offers will be finalised in October. Successful applicants will commence in February 2025. If you are unsuccessful in the process, you will be emailed and given the opportunity to seek feedback from the panel at the end of the selection process.

We look forward to receiving your application!

Eligibility

Qualifications

Applications are invited from university graduates who have successfully completed a degree between 1 June 2022 and 31 December 2024. Relevant qualifications include, but are not limited to the following academic disciplines:

Public policy, Politics, International Relations, Law, Legal Studies, Commerce, Arts, Economics, Indigenous and Communities Studies, Management, Finance, HR and Strategic Communications.

Applicants with qualifications obtained outside Australia are responsible for ensuring these are assessed by the Overseas Qualifications Unit within the Department of Training and Workforce Development.

Eligibility to work in Australia

To be eligible for the program, applicants must be an Australian citizen or an Australian permanent resident at the time of application.

Criminal Record Screening

Successful applicants will be required to undertake the Department's criminal screening process. A previous criminal conviction or pending charges will not necessarily preclude employment but will be taken into account in assessing suitability for employment.

Contact us

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