


# 2018 Graduate Development Program

Tasmanian State Service



Where can my degree take me?

## How to Apply and FAQ

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### Accessibility

The jobs website has a number of downloadable documents. If you require any assistance, please refer to the contact details on the vacancy page.

### Candidate frequently asked questions

#### 1. What is the Graduate Development Program?

- Successful applicants will participate in the Graduate Development Program (the Program). This is a two-year whole-of-government program aimed at building capability across government.
- Participants are based in an agency but have opportunities to work across other government agencies or business units. The Program includes formal training through an 18 month learning and development program.
- The Program is designed to challenge, inspire and encourage graduates to explore the many opportunities available both within their profession and the Tasmanian State Service.

#### 2. What roles are on offer?


- The State Service Management Office is coordinating the marketing, applications, shortlisting and assessment process on behalf of the 2018 employing agencies. If you are successful in obtaining an agency interview you will be advised of the position(s) you have been shortlisted for.
- Work areas include but are not limited to: policy, finance, human resources, information communication and technology, building and technical, asset management, business and communications and marketing.

#### 3. What can I expect if I indicate that I have a disability on my application?

- In 2018 we are recruiting a Graduate Policy Officer (Disability) position based in the Department of Premier and Cabinet in Hobart. If you indicate you have a disability on your application, will also be considered for all our graduate vacancies.
- You will receive additional support through the workplace adjustments policy if you would like any assistance to help you participate in the recruitment process, or access to flexible working

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arrangements.

- You will participate in the same Graduate Development Program and receive the same salary and conditions as all intake graduates.

## Eligibility

### 4. Am I eligible for the Graduate Development Program?

- You must be an Australian citizen, permanent resident or hold and comply with all visa requirements as determined by the Commonwealth Department of Immigration and Citizenship and *the Migration Act 1958*. Refer to transcripts and overseas qualification requirements.
- You must have a minimum of a three-year undergraduate degree, and have graduated by the end of December 2017 (diplomas or other non-tertiary courses of study are insufficient).
- Depending on the agency you are appointed with, you may also be required to satisfy/acquire one or more of the following:
  - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
  - Pre-employment checks e.g. conviction, identification and disciplinary action in previous employment checks
  - Meet the definition of 'disability' as set out in the *Disability Services Act 2011*. Please refer to 5 below for the conditions that apply to the vacancy associated with the Graduate Policy Officer (Disability).


*Refer to the Statement of Duties for full details.*

### 5. Do I have a disability for the purposes of the Graduate program for people with disabilities?

- You will be eligible to participate in the Program if you meet the definition of 'disability' as set out in the *Disability Services Act 2011*, where your disability:
  - (a) is attributable to a cognitive, intellectual, psychiatric, sensory or physical impairment or a combination of those impairments; and
  - (b) is permanent or likely to be permanent; and

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(c) Results in:

- (i) a substantial restriction in the capacity of the person to carry on a profession, business or occupation, or to participate in social or cultural life; and
  - (ii) the need for continuing significant support services; and
  - (d) may or may not be of a chronic episodic nature.
- You will also be eligible to participate in the Program if you have a disability and you have been assessed by Centrelink as requiring specialist employment assistance, and have been referred to any approved Disability Employment Services Provider.

## Transcripts

### 6. What kind of academic transcript will be accepted with my application?

- Your academic transcript must prove your eligibility for the Graduate Development Program. Your transcript must contain your name, qualification name, university logo or name and majoring subjects.
- An online course record that includes university insignia is acceptable.
- Overseas transcripts and qualifications – Recognition from the Australian Government Department of Education and Training or a State or Territory Overseas Qualification Recognition Policy Unit, is required as evidence of eligibility for the Graduate Development Program. *Refer to overseas qualifications.*

### 7. I have not yet completed my degree, what transcript should I provide?


- If you have not yet completed your degree, please submit your, most recent transcript, containing your name, qualification name, university logo, expected date of graduation, or name and majoring subjects if applicable.

### 8. I do not have an academic transcript. What should I do?

- You must be able to provide proof of qualification as a minimum prior to commencing in the graduate program for 2018.

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## Overseas qualifications

### 9. I have an overseas qualification. What should I do?

- You should provide a copy of your overseas qualification recognition advice at the application stage.

### 10. I am submitting my application and I do not have an international qualification assessment. What should I do?

- If you do not have overseas qualification recognition at the time of application, you must submit proof that you are undergoing the process. It can take up to three months to obtain overseas qualification recognition. A receipt of submission is acceptable proof that you are undergoing the process.

### 11. I completed my undergraduate degree overseas. I am studying a master's degree in Australia. Do I need to obtain overseas qualification recognition?

- If you have obtained a master's degree or are currently undergoing a master's degree in Australia you are not required to obtain overseas qualification recognition. Your entry into an Australian master's is recognition of your overseas undergraduate degree.

## Application

### 12. How do I apply?

- You will submit an online application through the <http://www.jobs.tas.gov.au/> before applications close at 11.55pm AEST, **Thursday 26 October 2017**. Your application must include your:
  - Resume, two referees and academic transcripts; and
  - A brief statement (up to 500 words) which explains why you want to work for the Tasmanian State Service and what you can bring to the role.


### 13. What should I include in my resume?

- To make sure your resume complements your 500 word statement, you should include the following elements:
  - Personal Details – include your name, contact email address and phone numbers.
  - Education – provide details of your Bachelor degree/s, honours or postgraduate qualifications.
  - Work Experience – include all work experience and outline the main responsibilities and achievements that are relevant to the job you are applying for. Organise your



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employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any gaps in time.

- Other Experience – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work that you participated in and highlight what you gained from that experience.
- Referees – include the name and contact details of two professional referees who can validate and support your application.
- Layout – The standard resume is between two and six pages. Use an easy to read font and a simple, consistent format. Use bullet points to break up text. Place key information on the front page where it can be noticed. Highlight important facts, and ensure that you can back them up with examples if asked at interview.

## 14. What should I include in my 500 word statement

- In preparing your 500 word statement know what you have to offer that is relevant: identify your skills, knowledge, experience, qualities mentioned in selection **criteria one and two** in the Statement of Duties to tell us:
  - Why you want to work for the Tasmanian state Service; and
  - What you can bring to the role.
- We are looking for people from a variety of backgrounds and academic disciplines, we are particularly interested to know how you meet criteria one and two below:
  - Ability to undertake research and analysis at a Graduate level
  - High level of motivation and willingness to undertake a range of functions.

## Application shortlisting

### 15. Who will assess my application?

- The Program is coordinated by the State Service Management Office (SSMO) within the Department of Premier and Cabinet. SSMO will coordinate assessment panels that will shortlist and interview candidates.
- Should you progress past the first interview stage, you may be required to attend a follow up interview(s) with a specific agency.
- There is a chance that following interviews, you may be offered a position in multiple agencies.

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## When does the program start?

- Agencies undertake the selection process, with offers expected to be made prior to Christmas closure.
- Successful applicants will be expected to start at agencies in January/February, with the 2018 Graduate Development Program commencing in March 2018.