



PARLIAMENT *of* AUSTRALIA

GRADUATE PROGRAM **2013**



General Information about the participating Parliamentary Departments

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees as well as a range of services and facilities for Members in Parliament House. The department also promotes the work of the House in the community and is responsible for the conduct of the Parliament's international and regional relations. The Department of the House of Representatives is Investors in People accredited. Investors in People is an internationally recognised quality standard that sets a level of good practice for improving performance through people. Investing in people gives us a practical link between our personal development and corporate goals.

The Graduate Program

The Department of the House of Representatives is offering placements, for periods of three months, to graduates who have been accepted into existing Australian Government department and agency graduate programs. The Program is designed to give graduates exposure to the parliamentary department's work in supporting the Parliament.

The skills and knowledge graduates obtain through the program may assist in building the foundation for career progression and professional development. We are looking for outstanding graduates from a range of disciplines who are highly motivated with sound research and analytical skills, effective communication skills and good people skills.

Career Development

Placements offer graduates a valuable opportunity in a high-profile environment with excellent professional development opportunities. The Department of the House of Representatives has a strong commitment to the development of its people and graduates will have access to parliamentary specific training during their placements.

A placement is a graduate's opportunity to be involved in the political process without being political. A diverse range of challenging and rewarding work for graduates is offered through a variety of work areas.

Placement Opportunities

Where possible, graduate placements will be in areas which complement placements in their home departments or agencies. Placements may involve:

- work with a Committee Secretariat providing research and administrative support to Parliamentary Committees;
- work with offices providing support to the House of Representatives Chamber; or
- work with the International and Community Relations Office, promoting the community's understanding of, and interaction with, the work of the Houses and the Commonwealth Parliament or supporting the work of international parliamentary relations.

Performance Assessment

At the end of the placement, a formal assessment of the graduate's work performance against set work objectives will be conducted by the graduate's supervisor in consultation with the graduate. A report outlining the assessment findings will be forwarded to the graduate's home department or agency at the completion of the placement.

Eligibility

Graduates participating in existing graduate programs with Australian Government departments or agencies are eligible to apply. The endorsement of the home department or agency must be gained as part of the application process. Applications without this endorsement will not be further assessed.

Graduates are assessed on the basis of their academic achievements and work experiences. Graduates from all disciplines are encouraged to apply. Successful applicants will be placed in work areas that complement their experiences while meeting operational demands of the parliamentary department.

Salary & Conditions

Conditions of service and salary will continue to be administered by the graduate's home department or agency. At the completion of the placement the Department of the House of Representatives will reimburse the graduate's associated salary costs on receipt of a tax invoice from the graduate's home department or agency.

Selection Process

Applications are subject to a merit selection process. As a minimum requirement applicants must:

- be participating in an existing graduate program with an Australian Public Service department or agency;
- hold, as a minimum, a bachelor degree from an Australian university or a degree recognised by the National Office of Overseas Skills Recognition as equivalent; and
- be an Australian citizen.

To be successful in obtaining a position as a graduate, applicants will need to possess:

- appropriate academic qualifications;
- proven high level analytical, research and evaluation skills;
- demonstrated excellent written and oral communication skills;
- a proven ability to contribute ideas and demonstrate initiative and flexibility;
- a proven ability to organise, schedule, prioritise and complete assigned tasks; and
- an interest in parliamentary procedure and practice.



How to Apply

Applications for the 2013 Parliament of Australia Graduate Program open on 1 October 2012 and close on 31 October 2012. Applications will need to include:

- a résumé, including the names and contact details of two work related referees;
- a copy of your academic transcript;
- a Personal Particulars of Candidate form;
- endorsement from your home department or agency; and
- a statement addressing each of the selection criterion (maximum two pages).

Referees may be contacted at any time throughout the process.

Selection documentation may be obtained from the Department of the House of Representatives website at:

www.aph.gov.au/graduate

Click the link to be redirected, otherwise copy into your internet browser URL bar.

Further Information

For further information please contact:

Tracy Weston
Assistant Director, People Strategies
Department of the House of Representatives
Telephone: (02) 6277 4146
Email: tracy.weston.reps@aph.gov.au

