



2021 GRADUATE PROGRAM APPLICANT JOB PACK

ABOUT THE DEPARTMENT

The Department of Jobs, Tourism, Science and Innovation (JTSI) is Western Australia's lead agency for economic development, international trade and investment, and tourism. JTSI also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia. The department offers excellent career prospects in a supportive and stimulating environment.

JTSI is staffed by technical experts in economics, law, resources, governance, policy, environment, heritage, project management, investment attraction and many other fields that contribute to developing economic supports for the future of the Western Australian economy.

Our staff can:

- negotiate and guide [agreements](#) made between the government and major project (mainly resource) proponents.
- identify, plan, and develop [Strategic Industrial Areas](#) for use by strategic and heavy industry which generates significant investment and employment for the State.
- promote Western Australia's [defence](#) sector capability and capacity to deliver the nation's future shipbuilding and submarine programs.
- advise government internally on [economic development](#)
- [project manage approvals](#) in land tenure, native title and heritage, environment and planning for major government infrastructure initiatives.
- support programs that celebrate the achievements of Western Australia's [science](#) community.
- assist local businesses to [participate](#) in major Western Australian markets, and compete for [State Government contracts](#)
- support and accelerate [new and emerging businesses](#) to create Western Australian jobs.
- support Western Australia's export industries through our [global offices](#) and our [trade and investment](#) division, which specialise in linking like-minded international investors with real opportunities in Western Australia.
- support the development of tourism in Western Australia, by marketing the State; developing, attracting and promoting sporting, cultural and business events; and supporting the development of significant tourism infrastructure and projects.

The Department of Jobs, Tourism, Science and Innovation comprises of the following operational divisions:

- Strategy and International Engagement; which provides strategic policy advice on state development issues and leads initiatives for significant investment in large and complex projects in Western Australia, supports a network of international offices to promote Western Australia and its industries and encourages strategic investment and trade opportunities. It includes the following: Strategic Policy, Invest and Trade Western Australia, International Engagement and the Overseas Offices.
- Resources and Project Facilitation; which leads and assists the development and expansion of the State's resources and industry sectors, strategic industrial land investment and major infrastructure projects. It includes Project Facilitation, Strategic Projects and Infrastructure and Land Planning.
- Industry, Science and Innovation; which collaborates with industry, government, research and innovation sectors to diversify the economy and create jobs through improved local industry capabilities and participation. It also promotes WA's defence and science industries and innovation capability and capacity. It includes Industry Development, Defence West and Science and Innovation.
- Tourism WA; which is responsible for promoting Western Australia as an extraordinary holiday destination.



We also have corporate support areas such as Corporate Services, Legal Services and Corporate Communications.

ABOUT OUR GRADUATE PROGRAM

Our exciting and unique graduate program is a collaborative venture with the Department of Mines, Industry Regulation and Safety.

Using a series of rotations and structured training, our graduate program is designed to provide exposure to each department's diverse operations, whilst also creating opportunities to develop valuable skills and experience.

Our graduate program aims to advance graduates' careers in an exciting, supportive and diverse environment, whilst also adding value to departmental operations and developing future management and leadership capability.

GRADUATE PROGRAM FAST FACTS:

- Structured 18-month program.
- Starting salary of \$71,896 per annum + 9.5% superannuation.
- Flexible working hours.
- Perth based locations.
- Permanent position at conclusion of program, subject to satisfactory performance.
- Rotations tailored to build your professional expertise.
- Rotational opportunities in your home agency and other government agencies.
- Targeted training opportunities.
- Opportunity to expand your networks with skilled and diverse professionals.

ELIGIBILITY REQUIREMENTS & EMPLOYMENT SCREENING

To be eligible for the graduate program, you must have one of the following at the time of lodging your application;

- be an Australian citizen or have permanent residency status in Australia for a **permanent appointment** to the Western Australian public sector;
- a Special Category Visa with unrestricted stay and work rights for New Zealand citizens for a **permanent appointment** to the Western Australian public sector;

And:

- be completing your first degree qualification in the current year or have completed it in the preceding calendar year.

As part of the agency's Workforce and Diversity Plan the graduate program is a youth, Aboriginal and Torres Strait Islander and people with a disability targeted employment initiative. For that reason graduates 24 years of age or younger, Aboriginal and Torres Strait Islander peoples and people with a disability are strongly encouraged to apply.



The Department of Jobs, Tourism, Science and Innovation conducts employment screening for applicants, which may include a National Criminal History Check.

THE GRADUATE PROGRAM EXPERIENCE

Graduates successful for the program will commence employment on a fixed term contract at the department with whom they have secured a position – it's up to you to decide which department to apply to and make your home base as you embark on your public sector career.

Intake for the graduate program commences mid-January each year and involves five (5) placements. The initial placement is six (6) months starting at your home department. From the outset of the program you will be allocated a graduate sponsor who will support you throughout the 18 month program.

During the first few weeks of the program you will participate in an orientation day and undertake various inductions. Over the next six (6) months you can also expect to get started with work projects and training programs, which may include the Public Sector Graduate Launch Program.

Upon completion of your first six (6) months, you will then proceed on approximately four (4) further rotations of three (3) month durations – these rotations can be undertaken within other areas of your home department; with other participating graduate program agencies; or with other government agencies not directly involved in the graduate program.

Throughout the program your graduate cohort will be supported by the Graduate Program Coordinator, who will work with you and your fellow graduates to plan and facilitate a suitable rotational program.

Over the 18 month program you will also have access to:

Tailored Training Program

A comprehensive training program delivered by various providers, which includes but is not limited to:

- Writing skills in Government.
- Inside Government: the Legislative Framework.
- Budget process, cycle and preparation.
- How to prepare a business case.
- Project management fundamentals.
- Plus others.

Support

Along with your sponsor and line manager at each rotation, later on in the program you will be matched with a mentor. The mentor is an additional form of support and provides motivation and information to further enhance your career aspirations and goals.

Networking

Graduates are encouraged to develop and maintain their own networks as well as communicate with each other during the program. This includes group meetings and attending monthly information sessions.

Following successful completion of the first 12 months of the graduate program, provision will be made to convert graduates to a permanent position.



The 18 month graduate program concludes in July the year following commencement, at which point there will be a ceremony to celebrate completion of the program.

WORKING AT JTSI

We're keen to develop a diverse and dynamic workforce and welcome applications from Aboriginal and Torres Strait Islander peoples, young people, people with disabilities and people from culturally and linguistically diverse backgrounds.

Conditions and Benefits

The department has appealing employment conditions, flexible working arrangements and offers a wide range of attractive benefits that support individual needs and encourages a healthy work life balance.

- Competitive gross salary.
- 9.5 per cent superannuation contribution to the fund of your choice.
- Four (4) weeks annual leave each year and 17.5 per cent annual leave loading* paid the first pay period in December.
- 13 weeks long service leave (LSL) on completion of 7 years' continuous service (pro-rata for part time). LSL can be taken on double pay, half pay or cashed out*.
- 15 days personal leave per anniversary year, to be used for sick leave, carer's leave, unplanned and planned absences.
- Three (3) public service holidays in lieu per year*.
- Parental leave; purchased salary leave*.
- Salary packaging options, including novated vehicle leases and superannuation.
- Corporate health plans offering discounted health insurance premiums with selected providers.
- Employee Assistance Program.
- An active social club offering a range of activities and events.
- Wellness Program, including flu vaccinations.

Learning and Development

The department is committed to ongoing learning and development of our employees. Our supportive and encouraging environment aims to provide the training and development you need to undertake your job to the best of your abilities, and assist with your future professional career aspirations.

- Professional development, including leadership programs, attendance at conferences/seminars, and in-house and on-the job training.
- Mentoring Program.
- Paid and unpaid study leave options*.
- Work development plans to support employee performance, encourage ongoing feedback and identify training and development needs.

*Conditions Apply



PREPARING YOUR APPLICATION

To apply for the graduate program at JTSI you need to submit:

Your cover letter

A cover letter (**no more than two (2) pages**) which tells us:

- Why did you apply for this role and how does it fit with your career aspirations?
- About a group project you are proud of, where you utilised your research and analysis skills to contribute to a project's success. Tell us about the key players, what your role was, and how you overcame any conflict within the team (this may include a university project, work experience or volunteer work).

Your CV/resume

Your CV/resume – no more than two (2) pages – should outline your relevant work experience, education, training and outline your duties and responsibilities in positions you've held and key achievements.

You may also like to include activities that you have undertaken outside of work which demonstrate experience/skills that are relevant/transferable to the advertised position.

Please do not provide written references with your application.

Evidence of formal qualifications

A copy of your academic transcript and evidence of your bachelor degree in one of the disciplines described in the job advertisement, or an approved equivalent degree (completed in the current or preceding calendar year).

LODGING YOUR APPLICATION

All applications should be submitted online via the [WA Government Jobs Board](#). Should you experience difficulties applying online please contact Human Resources on (08) 6277 3039 for further assistance.

Applications must be received by the closing date and time specified in the advertisement. We are not able to accept late applications.

2021 Graduate Program
Applications Close: Monday 7 September 2020 at 4.00pm (AWST)

It is the responsibility of applicants to ensure their application has been received on time and lodged correctly with all attachments.



A QUICK GUIDE TO THE RECRUITMENT PROCESS

A selection panel will be formed and may use a variety of methods to assess your suitability against the advertised job. The key steps in the recruitment process are:

- The selection panel assess all written applications and agree on a **shortlist** of the most competitive applications.
- Shortlisted applicants are assessed further. Generally an **interview** is conducted, but other assessment methods may also be used, such as a writing exercise or presentation.
- **Referee reports** will be sought for the most competitive applicants. If you have concerns about us contacting your current employer please notify us.
- A **selection report** is prepared and recommendation endorsed.
- All applicants are notified in writing of the outcome. All applicants are encouraged to seek **feedback** on their application.
- A **breach claim** period of four (4) business days is activated, during which time applicants can lodge a claim against the process in accordance with the *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005* and *Commissioner's Instruction - Employment Standard*.

“We look forward to receiving your application”.