



Department of the Chief Minister and Cabinet
Department of Treasury and Finance

2025 Graduate Program Handbook



Northern Territory Public Sector

“ The graduate program has provided me with many opportunities to grow as a professional. Every work unit uniquely contributes to the Territory, and I feel as a graduate, the work I experienced and contributed to was much more varied and meaningful compared with other graduate programs.”

Sam Hickenbotham
2023 Graduate

The Northern Territory Public Sector (NTPS) is the Territory's largest single employer, with over 22,000 employees.

Working within the NTPS involves collaborating with many people from different organisations, which will help you develop an overall view of government, not just of the agency where you are employed.

Some of the benefits of working in the NTPS include:

- exciting work training and development opportunities
- working in a diverse environment
- attractive salary
- flexible working hours
- good promotional prospects.

The Territory's natural beauty, combined with the friendly atmosphere, makes the NTPS a great place to start your professional career. Living and working in the Territory provides opportunities and exciting new challenges that enhances people's lives and careers.

If you would like to find out more about the lifestyle and attractions of the Territory, visit these websites:

- CMC.nt.gov.au
- treasury.nt.gov.au
- jointheterritory.nt.gov.au



Graduate program opportunities

The departments of the Chief Minister and Cabinet (CMC) and Treasury and Finance (DTF) offer employment to graduates as part of workforce planning strategies. Our graduate program has been designed to develop future leaders, offering a fast track for your career in the Territory Government.

As a new graduate, you have the opportunity to begin your career with the NTPS in a supportive workplace where the focus is on your professional development and training.

When you join us you will hit the ground running, working on real-life issues that affect Territorians every day.

The graduate program in each agency is designed to enhance the research, analytical and administrative skills you have learnt at university and through prior work experience. You will have many opportunities to broaden your knowledge and understanding of government decision-making, policy development, service design and delivery, and operations. You will also be supported in developing high level work skills by undertaking project work.

Joining the NTPS as part of the graduate program will enable you to:

- build on your academic success and expand your professional options
- acquire the practical skills required to work in a government environment
- develop long-term goals and interests across a diverse range of policy and program initiatives
- build personal and professional networks across the Territory.

As key central agencies, CMC and DTF offer professional development and work experience that can accelerate your career.

Our graduate programs are specifically designed for tertiary graduates and involve:

- formal training and practical courses on how government works
- exposure to how decisions are made on key policies and major government projects
- work placements within various business units across the agency
- mentoring by a senior executive staff member
- guidance and support by an assigned supervisor with regular performance feedback throughout each placement.

There are graduate opportunities across a range of disciplines and functions within CMC and DTF.

Aboriginal and Torres Strait Islander candidates are encouraged to apply.

Areas of focus

DEPARTMENT OF THE CHIEF MINISTER AND CABINET

- Major projects and investment
- Regional development and coordination
- Aboriginal affairs and Treaty
- Strategic coordination and national reform
- Social, economic and environment policy
- Communications and engagement
- Security and emergency recovery

DEPARTMENT OF TREASURY AND FINANCE

- Economic analysis and policy
- Financial management
- Taxation and regulatory issues
- Accounting
- Budget development
- Intergovernmental relations
- Commerce
- Modelling and data analysis
- Government investment and borrowings
- Public sector superannuation
- Public administration

Further employment

During the 12-month graduate program, you will work towards achieving competencies against measurable learning outcomes identified when each work placement commences.

You will receive feedback during the placement from your immediate supervisor and senior executive mentor through advice and progress reports. These progress reports help to understand your strengths and aptitudes, and prepare you for advancement.

Following successful completion of the graduate program, there will be opportunities for further ongoing employment.

Note: If you successfully complete the graduate program and gain permanent employment in DTF, you will be offered continuing development through the option of further rotations in your second year before taking up a longer term position.



Eligibility

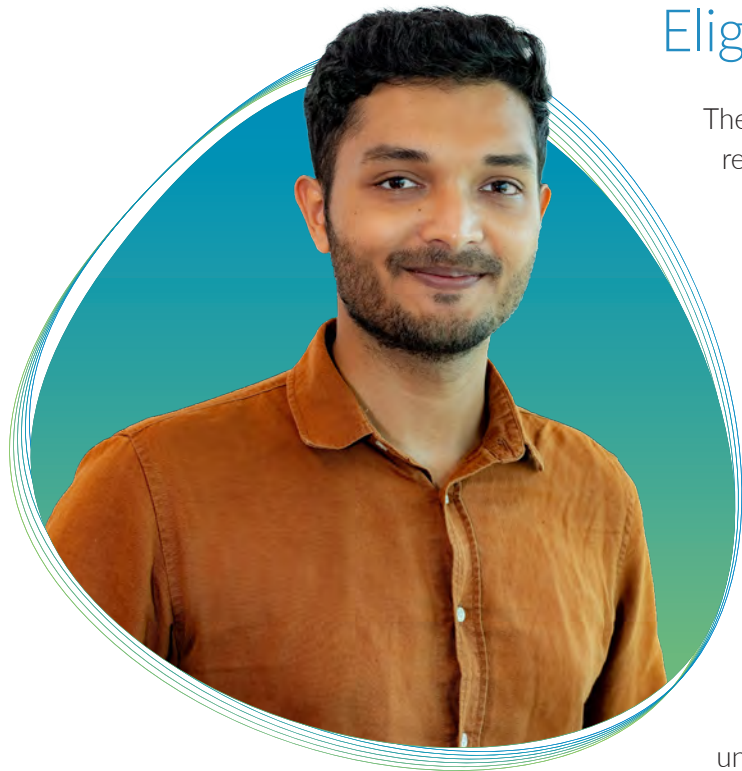
The NTPS values diversity and aims for a workforce representative of the community we serve.

An eligible applicant must:

- be an Australian citizen, or hold Australian permanent residency status or an appropriate visa
- have completed in the past three years (or be due to complete in 2024) an Australian tertiary degree and be able to provide verified evidence
- or be able to produce documented evidence confirming qualifications attained overseas are recognised in Australia.

Note: Where applicants hold more than one degree, that is, undergraduate (Bachelor) and postgraduate (for example, Master), both must be in line with the undergraduate discipline.

There may be a requirement for applicants to undergo security checks or submit a conflict of interest declaration, as part of the selection process. For more information about conflict of interest, watch these [ICAC YouTube videos](#).



Degree discipline

We are seeking graduates in a range of degree disciplines. Applications are open for eligible graduates who hold tertiary qualifications. Highly desirable disciplines are listed for each agency but are not exclusive.

Department of the Chief Minister and Cabinet

Accounting
Business (specialising in accounting, commerce or economics)
Commerce, trade and investment
Communications and marketing
Community Development
Criminology
Disaster management
Economics
Environmental science/
environmental management
Finance
International relations
Law
Political and social science
Policy and First Nations

Department of Treasury and Finance

Accounting
Actuarial studies
Business (specialising in accounting, commerce or economics)
Commerce
Data analytics
Economics
Financial management
Law
Mathematics
Statistics

Experience and knowledge

We require graduates to have a grade point average of credit or above. Graduates must be well-rounded, show potential as future leaders and have:

- demonstrated conceptual, analytical and research skills
- ability to apply academic knowledge and concepts to practical situations
- well-developed communication and interpersonal skills
- ability to work as part of a team and organise their own workload to meet deadlines
- ability to prepare concise and accurate reports with attention to detail
- willingness to learn from feedback and take responsibility for their actions.

The cover letter of your application should talk about these qualities and show how you meet them.

“ The graduate program has allowed me to grow personally and professionally in a highly supportive and engaging environment. The work rotations also provided me a unique and broad experience, and I feel well-equipped for a career in the public service. ”

Thomas Bastin-Ross
2023 Graduate

Pay and conditions

As a graduate with CMC or DTF, you receive a competitive remuneration package, including:

- 12 months' fixed-period (temporary) employment contract
- employer superannuation guarantee
- annual salary starting at \$71,746
- relocation assistance.

An ongoing position will be offered at the conclusion of the temporary contract if you successfully complete the program. For CMC graduates, ongoing placement offers may be made prior to the end of the program.

In addition to the remuneration package, NTPS employment attracts generous conditions, including:

- six weeks' recreation leave per annum plus Christmas close-down leave and annual leave bonus
- three weeks' personal (sick) leave per annum
- long service leave (after a qualifying period)
- access to flexible working and work-life balance initiatives.



“ My time in the Northern Territory graduate program was truly enjoyable. I loved the dry season in Darwin, which provided the perfect setting for both work and relaxation. The program gave me valuable insights into economic and financial governance at a regional level, while the work itself was engaging and fulfilling. ”

Nico Wang
2023 Graduate

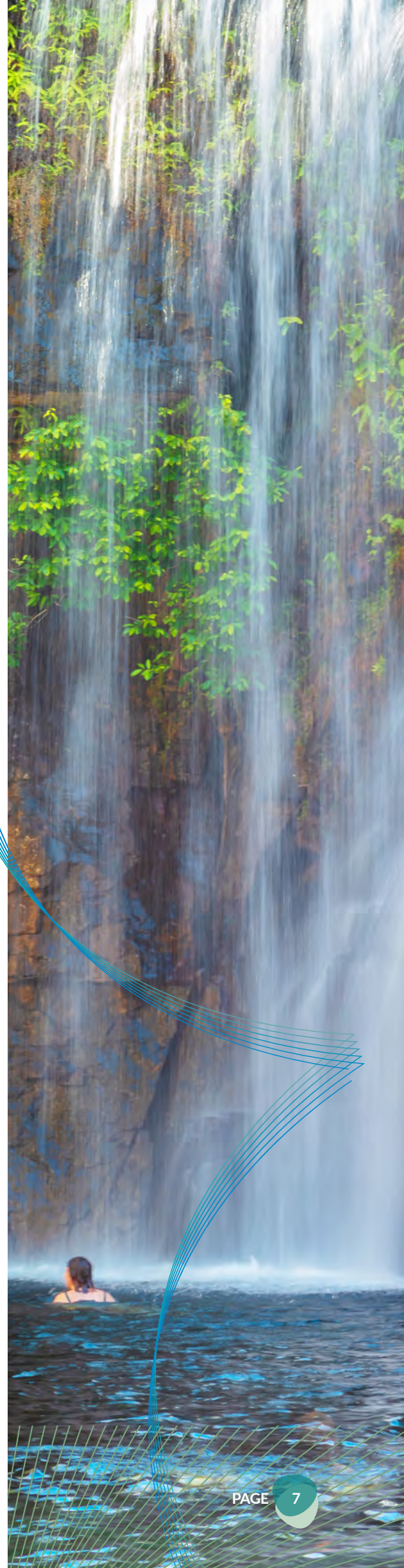
Nomination of agency preference

This vacancy listing is the **2025 Graduate Program** with two lead agencies in the NTPS. Though both agencies offer a similar work environment and work across government, the work duties and discipline areas can differ.

You can identify your agency of choice on your application form – or you can nominate both!

A panel from each agency undertakes assessments and interviews. If you are short-listed for the interview stage, your interview will be conducted with the agency you nominate when you apply. If you nominate both agencies, they may both interview you.

If you are successful, you will be contacted directly by the Department of Corporate and Digital Development, Early Careers Unit.



Department of the Chief Minister and Cabinet

CMC is the lead government agency. We support the Chief Minister, Cabinet, Cabinet sub-committees, Executive Council and other government stakeholders.

CMC's primary role is to provide the highest quality support and strategic advice on social, economic and environment matters and national reforms, and to respond to emerging issues affecting Territorians. This includes issues across regional and remote communities and within the local government sector.

As the First Minister's department, CMC leads whole of government policy agendas, and drives collaboration, coordination and implementation across government.

CMC's primary objectives are to:

- drive economic growth and achieve a \$40 billion economy by 2030
- support generational change through social policy reforms
- lead and coordinate the Government's Aboriginal Affairs Policy and Local Decision Making agenda
- lead and coordinate policy, regional and community development activities across the Territory, including emergency management and recovery efforts
- position the interests of the Territory at a state, national and international level
- regulate and support the local government sector.

The 12-month graduate program provides training and development opportunities, as well as hands-on experience and mentoring from senior executives. CMC graduates have a unique opportunity to work in various business units to gain a broad understanding of the functions of the agency, and develop the skills and knowledge to build a successful career.

For more information on CMC, please visit CMC.nt.gov.au or nt.gov.au

“ The graduate rotations allow you the unique opportunity to experience a variety of roles across the agency before deciding on your career path. ”

Maria Mousellis
2023 Graduate



Department of Treasury and Finance

DTF is a key central agency that provides specialist fiscal, economic and commercial policy advice and services to government to assist in delivering services and infrastructure to benefit Territorians. Its purpose is to promote sustainable finances and economic development of the Territory. DTF is a trusted and influential adviser in areas including financial management, economic, commercial, taxation and regulatory issues, government borrowing and investment, and public sector superannuation.

The DTF graduate program has successfully underpinned DTF workforce planning strategies for over 25 years, attracting high calibre applicants wishing to forge their careers in government. The 12-month program provides a comprehensive and structured package of training and development along with hands-on real-time experience across the agency, in a supportive workplace environment.

As a central agency, DTF graduates have a unique opportunity to work on issues across government and gain experience in budget development and financial reporting, economic and own-source revenue management at the Territory level. Supported by senior mentors and tailored individual work plans, many graduates remain with DTF after completing the program and take advantage of postgraduate support and study incentives to further develop their careers.

The intent of the DTF graduate program is to build our workforce with skilled and talented future leaders. Our graduates will undertake rotations in the three core areas of the agency during the 12-month program – financial management, economic policy and analysis, and revenue management – to grow professionally and gain broader experience.

On successful completion of the program, graduates may be offered ongoing employment and can then take advantage of further work placements on offer in other areas of the agency to build further skills and experience. This fast-tracks careers and provides a solid foundation for future leadership.

For more information on
DTF, please visit
treasury.nt.gov.au

How to apply

- 1 To apply for the [2025 Graduate Program](#) with CMC or DTF visit jobs.nt.gov.au and search for vacancy number 289872 – Graduate Development Program.
- 2 Log in if you already have an account, or create a new account and register your personal details. To register your details, you will need to provide a current email address along with a unique password. Click 'Next' after confirming your personal details.
- 3 Complete the online application form in full, gather and upload your supporting documents.
- 4 Click on the 'Submit' button for your application to be processed.

Supporting documentation

- Completed online application form.
- Detailed resume or curriculum vitae stating work experience, relevant qualification(s), duties and achievements in previous roles, and contact details for at least two current and relevant referees (maximum two pages).
- One page cover letter to the Selection Panel addressing the selection criteria listed in the 'Experience and knowledge' section in this handbook.

Note: If you are offered a graduate position, your employment will depend on being able to provide proof of successfully completing your qualification and eligibility for employment in Australia for the duration of the program. You must be able to supply a [certified copy](#) of all transcripts pertaining to the degree(s) and be able to produce documented evidence confirming qualifications attained overseas are recognised in Australia. A certified copy of your birth certificate or passport will be required at this stage of the employment offer. Also, you may be asked to make a conflict of interest declaration.

- Copy of your academic transcript(s).
- Copy of your birth certificate or passport.
- Copy of your visa details outlining your working conditions (if applicable).

Certification of overseas qualifications

Applicants can obtain certification of overseas qualifications by contacting the Office of Multicultural Affairs.

Certified documentation

To obtain certified copies of your documents if requested:

- make a photocopy of your original certificate or academic transcript
- take the original and your photocopy to a Commissioner of Oaths, Justice of the Peace or Registrar at your university to sight the original document and sign the photocopy to certify that it is a true copy of the original.

Application and selection process

12 February to 5 April 2024 **Stage one – Application**

To be considered for the graduate program with CMC or DTF, you must ensure all sections of the application form are completed and submitted online with all the required supporting documents.

5 April to May 2024

Stage two – Short-listing

Short-listing will be undertaken by each agency after applications have closed. Senior managers will review applications and identify applicants to be considered further. You will receive notification and short-listing progress updates throughout this stage.

June 2024

Stage three – Interview

If you progress to the interview stage, you and your referees will be contacted by the respective agency. You will have the opportunity to discuss your academic achievements, work experience to date and personal qualities in an interview. You will also have the opportunity to ask questions about the agency and potential employment pathways. You will be required to complete a research and written task prior to the interview.

Post interview, we may require you to undergo security checks and declare any actual or perceived conflicts of interest.

Examples of conflicts of interest include: you are connected with a person or business that pays taxes to the Territory Revenue Office; or you are a committee member for a community organisation that applies for and receives grants from CMC.

DTF/CMC will provide guidance about conflict of interest as part of the interview process to help you make your declaration.

July to August 2024

Stage four – Outcome

If you are successful, you will be contacted directly by the Department of Corporate and Digital Development, Early Careers Unit. Either way, you will be advised in writing of the outcome of the selection process. Due to the large number of applicants for this program, please be patient while we process and review all applications.

Key dates

Applications open: 12 February 2024

Applications close: Midnight 5 April 2024

Selection process We aim to finalise the process and advise you of the outcome, at the latest, by the end of August.

Successful applicants commence **January 2025**.

Note: These dates may change along the way. All efforts will be made to let you know about any changes.

Late or incomplete applications will be not accepted.

For more information about the **2025 Graduate Program**, contact:

Early Careers

Phone: (08) 8999 4164

Email: earlycareers@nt.gov.au

Vacancy number: 289872

2025 Graduate Program Handbook

To apply,
click here