2020
GRADUATE
PROGRAM
HANDBOOK

Please keep this handbook for your reference. Do not submit with your application.
BENEFITS OF WORKING IN THE NORTHERN TERRITORY PUBLIC SECTOR

From the first day at my desk, I have been made responsible for important work which is exactly what I was hoping for. The learning curve has been intensive but exceptionally rewarding.

NICHOLAS VELLA
2019 GRADUATE

The Northern Territory public sector (NTPS) is the Northern Territory’s largest single employer with over 20,000 employees.

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

Some of the benefits of working in the NTPS include:

• challenging work opportunities
• flexible working hours
• training and development opportunities
• working in a diverse environment
• attractive salary
• 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 challenges. Many workers see the experience as one that enhances their lives and careers.

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

• boundlesspossible.nt.gov.au
• dcm.nt.gov.au
• treasury.nt.gov.au
• northernterritory.com
As part of their workforce planning strategies, the departments of the Chief Minister (DCM) and Treasury and Finance (DTF) offer employment to graduates.

Graduates have the opportunity to begin their careers with the NTPS in an environment that continues their professional development and training within a supportive workplace.

The graduate programs in both agencies are designed to enhance the research, analytical and administrative skills students have learnt at university while providing an opportunity for graduates to broaden their knowledge and understanding of government decision making, policy development and operations.

Graduates also develop 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
- build personal and professional networks across the Territory.

As key central agencies, DCM and DTF can offer professional development and work experience that fast-tracks career advancement.

Our graduate programs are specifically for tertiary graduates and involve:

- formal training and practical courses in the processes of government
- exposure to the decision-making processes 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 DCM and DTF.
FURTHER EMPLOYMENT

Each agency aims to support and provide guidance to graduates undertaking the program to develop a capable high performing workforce. Both agencies believe in supporting all employees to reach their full potential and can offer additional support and promotional opportunities during their career advancement.

During the 12-month rotation, graduates work towards achieving competencies against measurable learning outcomes that are identified at the commencement of each work placement.

Graduates receive informative feedback during the placement from their immediate supervisor through informal advice and progress reports. These progress reports help determine suitability of the graduate for the NTPS and the agency alike.

Following successful completion of the graduate program, opportunities exist for further employment depending on agency needs.

“DTF facilitates a range of opportunities for staff at all levels and maintains a culture of professionalism and achievement towards a shared vision. I am proud to acknowledge that my professional career commenced as a graduate in Treasury and many of my accomplishments are in part due to the highly skilled and supportive individuals I have worked with over the years.”

ANDREW BAYLIS
DIRECTOR ECONOMIC ANALYSIS
FORMER GRADUATE

ELIGIBILITY

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

Eligible applicants 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 2019, a degree in accounting, actuary, arts, business (specialising in accounting, commerce, economics), commerce, criminology, data analytics, economics, emergency and disaster management, environmental science or management, finance, international relations, law, mathematics, statistics

• be able to produce documented evidence confirming qualifications attained overseas are recognised in Australia.
DEGREE DISCIPLINE

DCM and DTF are seeking graduates in a range of degree disciplines. Applications are open for eligible graduates who hold an undergraduate degree for the respective agency.

**Department of the Chief Minister**
- Arts
- Criminology
- Economics
- Emergency and Disaster Management
- Environmental Science/Environmental Management
- International Relations
- Law

**Department of Treasury and Finance**
- Accounting
- Actuary
- Business (specialising in Accounting, Commerce or Economics)
- Commerce
- Data Analytics
- Economics
- Finance
- Law
- Mathematics
- Statistics

EXPERIENCE AND KNOWLEDGE

DCM and DTF look for graduates who have a grade point average of credit or above. Graduates must be well-rounded and show potential as future leaders. We are looking for graduates who have:

- demonstrated 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.

PAY AND CONDITIONS

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

- twelve months' fixed-period (temporary) employment
- annual salary range from $62,773 to $79,200
- relocation assistance.

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

- employer contributions to your superannuation fund at 9.5% of annual salary
- six weeks recreation leave per annum and annual leave loading
- three weeks personal (sick) leave per annum
- long service leave (after a qualifying period)
- access to flexible working and work life balance initiatives.
This vacancy listing is the 2020 Graduate Program with two lead agencies in the NTPS.

Though both agencies offer a similar work environment, the work duties and discipline area can differ allowing the graduate more focused outcomes related to their area of study.

Applicants can identify their agency of choice on their application form. This will assist the shortlisting process and potentially offer graduates greater opportunity for employment.

Each agency has a nominated panel to undertake the interviews. Applicants shortlisted for the interview stage will have their interview conducted with the agency nominated at time of application. Where an applicant has nominated both agencies, they may undertake two separate interviews.

Successful applicants will be contacted directly by the respective agency.

“Before I started the program, I anticipated a collaborative and supportive working environment. My expectations have been exceeded and I have been provided with invaluable resources and support. I have been given a great opportunity to build a professional network and am proud that my work has a real impact in the Territory.”

HAYDEN PARSONS
2019 GRADUATE
DCM is the lead central agency whose primary role is to support the Chief Minister, the Cabinet and other government stakeholders in the delivery of government’s priorities.

DCM plays a vital role in the social, economic and environmental development of the Territory to deliver outcomes for all Territorians. The agency is a primary source of high quality policy advice to government, both responding to issues and providing strategic advice on emerging issues.

As the first minister’s department, the agency will often be asked to lead and coordinate agendas where outcomes can only be achieved with multiple agencies working together. It plays a critical role in supporting agencies across government and within the regions to drive implementation of the government’s agenda.

The 12-month DCM graduate program provides a comprehensive package of training and development opportunities along with hands-on experience across the agency. As the lead agency within the Territory Government, DCM graduates have a unique opportunity to experience the various business units’ functions and receive training in policy design and implementation.

DCM coordinates and supports the Territory’s participation in the Council of Australian Governments (COAG). COAG is the peak intergovernmental forum in Australia and is chaired by the Prime Minister. The role of COAG is to promote policy reforms that are of national significance or that need coordinated action by all Australian governments.

For more information on DCM, please visit dcm.nt.gov.au/ or nt.gov.au
DTF is a key central agency that provides advice to the Territory Government. DTF has a well-established reputation for providing high quality, expert and specialist policy advice and services to the Treasurer, the Government, other agencies and the Territory community.

DTF is a trusted and influential adviser in areas including financial management, economic, taxation and regulatory issues, government borrowing and investment, and public sector superannuation.

The Finance Officer in Training (FOIT) graduate program has successfully underpinned DTF workforce planning strategies for over 20 years, attracting high calibre applicants wishing to begin their careers in government with the solid foundation the program provides.

The 12-month FOIT graduate program provides a comprehensive package of training and development opportunities along with hands-on experience across the agency.

As a lead agency with the Territory Government, DTF graduates have a unique opportunity to experience the various business units’ functions and receive training in fiscal and economic management at Territory level. Supported with mentors and tailored individual work plans designed to increase knowledge and communication skills, many graduates remain with DTF and take advantage of post graduate support and study incentives to develop their career.

The intent of the FOIT graduate program is to build our workforce with skilled talent and future leaders. To provide our graduates with an advantage to develop and gain broader experiences, graduates will undertake three rotations throughout the agency during the 12-month program.

At the successful completion of the program graduates may be offered ongoing employment and will undertake an additional 12-month development program. In the second year, graduates will complete three further rotations throughout the agency to build on skills learnt during their FOIT year. This practice provides a solid foundation for future leadership.

For more information on DTF, please visit careers-treasury.nt.gov.au/home
HOW TO APPLY

1. To apply for the 2020 graduate program with DCM or DTF visit the Employment Job Opportunities website jobs.nt.gov.au and search for vacancy number 11190010 – 2020 Graduate 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. Download and complete the application form in full, gather and upload your supporting documentation.

4. Click on the ‘Submit’ button for your application to be processed.

Supporting documentation

- Completed application form
- Detailed resume or curriculum vitae stating work experience, relevant qualification(s), duties and achievements in previous roles and contact details for minimum two current and relevant referees
- Detailed cover letter (maximum one page)
- Copy of your academic transcript(s)
- Copy of your birth certificate or passport
- Copy of your visa details outlining your working conditions (if applicable)

Note: If you are offered a graduate position, your employment will be dependent on being able to provide proof of your successfully completed 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.

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 documentation 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
- have the Commissioner of Oaths, Justice of the Peace or Registrar sign the photocopy and certify that it is a true copy of the original.
APPLICATION AND SELECTION PROCESS

Stage one

The application
To be considered for the graduate program with DCM or DTF, applicants must ensure all sections of the application form are completed and submitted online with all required supporting attachments.

Stage two

The shortlisting
Shortlisting will be undertaken by each agency after the closing date. Senior management will review applications and identify applicants who will be considered further. The referees and shortlisted applicants will be contacted by the respective agency.

Stage three

The interview
At interview, applicants will have the opportunity to discuss their academic achievements, work experience to date and personal qualities. Applicants will also have the opportunity to ask questions about the respective agency and potential employment pathways. Shortlisted applicants will be required to complete a research and written task prior to the interview.

Stage four

The outcome
Successful applicants will be contacted directly by the respective agency. All applicants will be advised in writing of the outcome of the selection process. Due to the large number of applicants for this program, please allow adequate time for us to process and review all applications.

KEY DATES

Applications open 8 April 2019
APPLICATIONS CLOSE 5 May 2019

Selection process We aim to finalise the process and advise the outcome by the end of June 2019.

Successful applicants commence January 2020.

Note: these dates are subject to change without prior notice.

All efforts will be made to notify applicants of changes.

Late or incomplete applications will be not accepted.

For more information about the 2020 Graduate Program handbook, please contact the Early Careers Coordinator.

Janice Johnson
Early Careers Coordinator
Phone: (08) 8999 6455
Email: DCM.HumanResources@nt.gov.au

Vacancy Number: 11190010