



DSRD Graduate Program

Looking for a career in business, regional development, investment attraction, tourism marketing and development, science and medical research or economic policy development? Are you highly motivated, innovative and do you enjoy working in a team environment?

The NSW Department of State and Regional Development offers a Graduate Program that provides work experience and training to enhance professional development and future career opportunities.

The Department has been running a successful Graduate Program since 2000 with 21 graduates recruited to date. Up to five graduates are sought for the 2008 Program.

Operating as the interface between the private and public sectors, the Department is a unique public sector organisation. It offers you the opportunity to work at the leading edge of business development in NSW and gain valuable experience in government that will benefit your career in either the private or public sectors. The Department is committed to providing staff with a challenging and stimulating work environment, competitive remuneration and great conditions of employment, including flexible work practices to enable staff to balance their work and personal commitments.

You would be employed on a temporary basis for 18 months under section 27 of the *Public Sector Employment and Management Act 2002*. Placements are based in the Sydney CBD and there may be opportunities to experience one of the Department's regional offices. You will rotate through at least 3 divisions or functional areas for periods of up to 6 months each.

Graduates are graded as Departmental Professional Officers (DPO). The starting salary in 2008 will be \$46,320 per annum plus employer's contribution to superannuation and annual leave loading (total package of \$51,114). Salary increases are paid following satisfactory performance on the anniversary of your start date.

Recruitment and Selection Process

Graduates undergo a competitive selection and recruitment process which is based on merit. To be considered for interview it is essential that you address the following selection criteria in your application.

Selection Criteria

- Recent tertiary qualification with studies in economics, commerce, business, marketing, tourism, science, government, policy development or similar;
- High level communication and interpersonal skills;
- Ability to work successfully in a team;
- Ability to use initiative and manage projects;
- Well-developed problem solving and strategic thinking skills in a business context;
- Ability to undertake research and contribute to policy development/project management;
- Knowledge and understanding of Equal Employment Opportunity (EEO);
- Knowledge and understanding of Ethical Practice;
- Knowledge and understanding of Ethnic Priorities Statement (EAPS); and,
- Knowledge and understanding of Occupational Health and Safety (OHS).

Applicants must have Australian citizenship, permanent residency status, or a suitable working visa to apply for the Graduate Program.

A selection panel consisting of two Departmental senior officers, a former Graduate from the program and an independent will assess the merits of all applications received. The selection process involves a written application addressing the selection criteria, an interview, a work task and reference checks.

Rotations

On the Program you are given the opportunity to work in at least 3 Divisions during the 18 month program. Placements are based on the availability of suitable work/projects in the Divisions/Units at the time. The first placement is determined by the Human Resources Unit (HR) by matching your experience and academic achievements to appropriate work/projects. You would be given the opportunity to indicate your preference for future rotations. Work plans are requested from the Divisions prior to the first placements and subsequent rotations. These clearly identify projects/tasks you will be involved in.

Training Program

You will participate in a structured training program which includes:

- Graduate Induction Program
- Welcome from the Director General (Morning/Afternoon Tea)
- Department Induction Program
- Getting to the Point – Writing Skills Workshop
- Effective Presentation Skills
- The Policy Process
- Inside Government – How our system evolved and how it works today
- The Legal Environment
- Young Professional Breakfast Forums

Other training is provided as needed, and our Study Assistance Program offers support for further education and professional development, for example, postgraduate studies.

Mentor Program

You will be matched with a senior member of staff who will be your mentor throughout the Graduate Program. This has proved to be a vital resource, supporting you in the start of your working life and providing career guidance/development, as well as being available for informal meetings.

Performance and Review

You will have regular reviews with your manager and HR.

After month one – You will meet with HR to discuss your induction into the Department, your first month, your work plan and to address any issues promptly, and with your manager to discuss work progress.

During each placement:

- 3 months - Review completed by your manager and meeting with HR.
- 6 months (or before end of rotation) – Final Performance Review completed by your manager and meeting with HR.

Graduates meet regularly with the HR Unit to discuss their placement, work progress, future placements and any improvements to the program. Update on progress is regularly provided to the Director General.

Feedback on the Graduate Program

From the 21 graduates who have been recruited to the program, 7 have secured permanent positions within the Department. Three are currently progressing through the program.

- To date the Graduate Program has been very successful and has been extremely well received by both graduates and other Departmental staff. Graduates are given a very positive and thorough induction and transition program into DSRD
- The Divisions are very proactive and supportive of the graduate intake, preparing work plans prior to placement and regularly monitoring progress
- The Mentor Program has assisted in supporting graduates in their work and career/personal decision making.
- Graduates become active and valuable members of the Department in a very short space of time.

What happens at the end of the Graduate Program

Graduates are not guaranteed a permanent position at the end of the 18 month program. However, you are encouraged to apply for employment with the Department after the initial 12 months.

For more information about the Department of State and Regional Development 2008 Graduate Program, please contact Lauren Walsh-McDonnell, HR Administrator on (02) 9338 6889 or Lauren.walsh-mcdonnell@business.nsw.gov.au