

GRADS GROWING QUEENSLAND

Graduate Officer (multiple roles/positions)

Status	Flexible full-time
Location	Flexible locations (including Brisbane)
Classification	AO3 and PO2
Salary	\$68,413 - \$75,914 p.a. - AO3 \$68,327 - \$86,705 p.a. - PO2
Total Remuneration	\$78,053 - \$86,611 p.a. – AO3 and \$77,955 - \$98,922 p.a. PO2 Including superannuation and leave loading
Job ad reference	QLD/504197/23
Closing date	Thursday, 31 August, 2023
Contact	David Thompson Manager, Organisation Development P: 07 3452 6985 E: David.Thompson@dsdilgp.qld.gov.au or hr@dsdilgp.qld.gov.au

Why DSDILGP?

At the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) we *Think ahead and act now, to secure responsible economic development and liveable communities.*

We live by our Guiding Principles and recognise the enormous privilege of living in Queensland.

As a graduate you'll help shape a better tomorrow, joining a team that supports each other and is passionate about achieving big things together.

Whether it be uptake of renewables, decarbonising the economy or 2032 Olympics infrastructure, you'll contribute your strengths and be encouraged to bring your best every day.

If you're looking for a career, not a job, become a Grad Growing Queensland.

Read more on our [website](#) and [check out the Applicant Guide](#) before applying.

Your role as a graduate

Here is a list of common graduate responsibilities across the four graduate roles (you can read more about these in the [Applicant Guide](#)). We'll work with you to translate your strengths and studies into a role that fits for you within one of our business groups.

- Undertake research, analysis, and administrative activities to support the development and implementation of projects, policies and programs that support key departmental priorities.
- Respond to customer or stakeholder enquiries, providing researched advice and contribute to the preparation of briefings, reports, notes and correspondence by applying knowledge of current legislation, policy, and related issues.
- Assist with preparations for inter-departmental, intergovernmental, or other meetings and attend as required.

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- Liaise and collaborate within the division, department, other relevant government agencies on project, programs, or initiatives, whilst maintaining positive and collaborative relationships with key stakeholders.
- Translate newly acquired knowledge and ideas from your academic studies into the workplace by actively contributing to the business group's objectives.

What we're looking for

We're building a workforce where everyone's strengths are used to help us better represent our Queensland community in everything that we do. You will be assessed on your ability to demonstrate the following behaviours in the context the graduate responsibilities listed above.

The core capability requirements for this role are:

- » **Stimulates ideas and innovation:** Actively participates in the design of new solutions and new ways of working.
- » **Drives accountability and outcomes:** Welcomes challenges in the delivery of work and demonstrates persistence in working through obstacles.
- » **Pursues continuous growth:** Takes personal accountability for learning, and eagerly pursues new knowledge and experiences (Career Motivation).
- » **Technical / Academic Knowledge:** Ability to apply academic knowledge and concepts to practical solutions.

We're also looking for people who want more than just a job. To learn more about what we value in candidates read the [Applicant Guide](#).

How to apply

Help us learn more about whether you're a good fit for the Grads Growing QLD program. Here is what we need from you:

1. a two-page letter answering the following questions:
 - Question 1 – What is your motivation to join DSDILGP?
 - Question 2 – Describe a situation where you worked as part of a team to achieve an outcome?
 - Question 3 – Provide an example of how you showed initiative to solve a problem?
 - Question 4 – Provide an example of how you have applied what you learnt in your studies to implement a practical solution?
2. a current résumé of no more than three pages, including details of two referees (who have a thorough knowledge of your work and/or study performance and conduct)
3. your academic transcript (an unofficial academic transcript is acceptable at this stage).

Read the [Applicant Guide](#) for additional information and context before applying.

Additional Notes:

Applying online through the Smart jobs and careers website www.smartjobs.qld.gov.au is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' account before submitting your online application.

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By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

If you experience any technical difficulties when accessing www.smartjobs.qld.gov.au please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange this.

Hand delivered applications will not be accepted.