



Role description

Position title: Graduate Officer -

Type of vacancy: Temporary Full Time (12 months) -

Division/Business group: Department of Agriculture, - Fisheries and Forestry (DAFF), Corporate Services -

Classification: AO3 -

Job Ad Ref (JAR): QLD/142248

Closing date: 15 September 2014

Location: Brisbane CBD

Contact officer: Cate Dowling, Senior HR Consultant (07) 3087 8527

Salary: \$53,280 - \$59,411 per annum

The Graduate Officer role is suitable for graduates with tertiary qualifications in a range of disciplines including **business, finance, communications and human resources**.

About the department

The Department of Agriculture, Fisheries and Forestry's (DAFF) vision is for efficient, innovative, resilient and profitable agriculture, fisheries and forestry industries for Queensland that thrive for the long term. The department contributes to the government's objective of growing a four-pillar economy and aims to double Queensland's agricultural production by 2040.

DAFF employs about 2000 people across Queensland in areas including policy development, leading-edge science, Biosecurity, fisheries and forestry management, trade and export.

Further information is available from the department's website at www.daff.qld.gov.au

Alternatively, connect with our social media channels www.daff.qld.gov.au/about-us/contact-us/connect-with-us

About this role

This position offers a unique opportunity to work within a number of teams within Corporate Services. The successful candidate will complete a number of rotations over a twelve-month period that will include:

- **Human Resources** - workforce planning, ethics and governance, capability development, e-hr, industrial relations, work health and safety
- **Finance and Asset Management** – management accounting, financial management and budgeting, asset management, financial policies and assurance
- **Communications** – media, web, events
- **Planning and Performance** - organisational performance and risk management, process and system design.

You will be involved with:

- Providing project support including research, preparation, coordination, correspondence and reports on the progress of projects and other activities/tasks.
- Developing and maintaining effective networks, partnerships and relationships with internal and external stakeholders including departmental clients and government agencies.
- Analysing, interpreting and implementing policy, legislation, portfolio and program initiatives.

Key attributes

The ideal applicant is someone who can:

- Apply functional and technical knowledge and skills to perform the job at a high level of accomplishment (**Functional Technical Knowledge**)
- Use initiative to respond to challenges in a pressured and changing environment. (**Action Oriented**)
- Write clearly and succinctly in a variety of communication styles to convey messages that will achieve a desired effect. (**Written Communication Skills**)
- Build rapport to establish constructive, effective and positive working relationships with people at all organisational levels. (**Interpersonal Savvy**)

The Greater Graduate Program

The Greater Graduate Program enables you to further develop your university learning with exposure to real, relevant, practical work that will enrich your experience with us. Our program will offer you:

- a structured 11-month training and development program
- a supportive environment to develop your skills and knowledge
- regular performance and development planning
- professional networking opportunities and membership with the graduate alumni
- an assigned buddy from the graduate alumni to help you transition from study to corporate life -
- opportunities to work with cutting-edge science and technology -
- flexible working conditions that suit your lifestyle

The development program commences in February 2015. Successful graduates are therefore required to commence employment with the department no later than January 2015

Mandatory requirements

To be eligible for this graduate role you must have completed a minimum Bachelor degree since December 2012, or you are due to graduate by the end of the 2014 Australian academic year. This includes post-graduate qualifications such as, Graduate Diplomas, Graduate Certificates, or Masters.

Qualifications

Applications will be drawn from the following disciplines:

- **Accounting**
- **Commerce**
- **Finance**
- **Business Systems**
- **Communication**
- **Event Management**
- **Human Resources**
- **Management.**

If your qualification is from an overseas institution, you will need to be assessed by [Overseas Qualifications Services](#) and attach a certified assessment to your application.

Citizenship/visa

See 'eligibility' criteria on the [Greater Graduate Program web page](#).

Additional factors

Your application will remain current for up to 12 months and you may be contacted regarding other vacancies. DAFF is an equal opportunity employer. We support and recognise the value of a diverse workforce and encourage applicants in all areas of our culturally diverse society to consider a career with us.

Online application process

1. - If you haven't already, you must complete the online application form on the graduate portal: www.graduates.qld.gov.au
2. - Upload your current resume and academic transcript (a maximum of three files only) using the online system. The Portal now allows you to edit your application, once, should you wish to update your details.
3. - Graduates with an eligible application in the Portal by **close of business 15 September 2014** will be emailed with instructions on how to apply for each role.