

2010 Graduate Development Program

Recruitment Information Handbook

HR Services

5th Floor Energy House, Cavenagh Street, DARWIN NT 0801

Ph: (08) 8924 7026

Fax: (08) 8924 7802

Email: hrrservicesdpi@nt.gov.au

Website: www.nt.gov.au/dpi



www.makeyourmark.nt.gov.au

STEPHEN BROOKS
Mechanical Project Officer, Alice Springs



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The Department

Why work for us?

Exceptional opportunities currently exist across the Department and we are actively recruiting skilled and enthusiastic professionals to be part of this opportunity. Your contribution will form part of the Territory's development and growth into the future and in return you can be assured of a career that will be supported in line with your career aspirations.

The Department of Planning and Infrastructure (DPI) offers excellent remuneration benefits commensurate with your experience. Along with superannuation, financial and lifestyle benefits, professional development allowances and above average recreation leave, the Department is an outstanding choice for your future employment.

Our role

DPI plays an integral role in the sustainable development and growth of the Northern Territory.

With plans to deliver more services and infrastructure than ever before, now is the time to make your mark in new Territory across a number of exciting career opportunities.

The Department has a crucial role in the Northern Territory's economic and social development. The four key priorities of the Department are:

- Being more strategic
- Delivering quality service
- Building our capacity
- Working together

Our vision

Working together on the planning and delivery of land, transport and infrastructure for the sustainable development of the Northern Territory.

Our way of operating

- Client and community focussed
- Innovative solutions to complex issues
- Resolve issues through cooperation, not conflict
- Competent, committed people

Our Code of Conduct

A commitment to the principles and Code of Conduct under *the Public Sector Employment and Management Act*.

Our work

Construction Division

The Construction Division provides project management services for design, procurement and supervision of the construction and maintenance of built assets for the Northern Territory Government's client agencies. The division's key functional responsibility is to deliver the Government's capital works, repairs and maintenance and minor new works programs.

Darwin Bus Service

The Darwin Bus Service (DBS) operates the government public bus fleet which provides scheduled urban and school bus services for the greater Darwin area. Territory Government funded free bus travel to major annual events allows DBS to promote and encourage road safety and provide options for people to get home safely.

Lands Services

Through planning, building and land management, the Department ensures land is available for sustainable economic development. It provides land use planning and building control, government land information, land administration and land development services.

Organisational and Business Services

Organisational and Business Services has three key roles in the achievement of corporate directions and outcomes.

Firstly, it provides direct support to the CEO in monitoring corporate effectiveness and the formulation and implementation of key organisational strategies.

Secondly, it is the driver for good corporate governance across the Department – in relation to appropriate strategies, structural review, policies, systems and processes.

Thirdly, Organisational and Business Services sources and supplies a range of corporate, legal, professional and support services across the agency.

Sustainability, Strategic Planning and Policy

- **Infrastructure Strategy and Sustainability Division** – is responsible for providing strategic and policy advice on infrastructure planning, building sustainability, energy management and capital works project.
- **Road Network Division** – is responsible for strategic management of the Territory road network and transport related assets and facilities.
- **Strategic Lands Planning Division** – is responsible for developing strategic plans and policies for the sustainable long term use and development of land in the Northern Territory.
- **Transport Policy and Planning Division** – is responsible for providing research, analysis, economic evaluation, and legislative advice in relation to sustainable transport development in the Northern Territory.

Transport Services

- **Transport Safety Division** – Transport Safety Division is responsible for the regulatory services covering marine safety, rail safety and the administration of marine pollution. The division also provides road safety education and awareness programs and implements road safety reforms including support to the Northern Territory Road Safety Coordination Group in the provision of strategic advice.
- **Road Transport Division** – Road Transport is responsible for the regulation of road users and vehicles. The division also supports the Commercial Passenger Vehicles (CPV) Board which advises the Minister and Government on industry issues.
- **Public Transport Division** – Public Transport Division is responsible for managing the urban public transport services in Darwin (Darwinbus network) and Alice Springs and dedicated transport services for students in the Northern Territory.

For further information about the Department, please visit our website www.nt.gov.au/dpi

Opportunities available

There are positions available for graduates in the following disciplines:

- Accounting
- Architecture
- Business
- Building Surveying
- Economics
- Engineering (Civil / Structural / Mechanical) (Darwin and Alice Springs)
- Environmental Science
- Human Resources
- ICT (Corporate Information and Knowledge Management)
- Land Surveying (Darwin & Alice Springs)
- Law
- Politics / Policy
- Urban Design (Darwin and Alice Springs)
- Town Planning (Darwin and Alice Springs)

Applicants should be prepared to undertake a rotation in a regional centre, accommodation will be provided during a regional rotation.

The Graduate Program

Objective

To provide graduates with the skills, knowledge and experience to assist them in becoming effective in a dynamic and changing environment.

Structure

The program is structured to support and complement the graduate's academic learning within the workplace through:

- work and development activities
- formal training in the processes of government
- rotations within the Department
- a Workplace Plan.

Eligibility

A Graduate is any person who has completed a degree at a recognised university within the last two years. This includes current employees within the Northern Territory Public Sector.

Applicants must be an Australian Citizen, hold Permanent Residency or have the appropriate working visa.

Duration

A Graduate is employed on a 12 month temporary employment contract (24 months for engineers). There are provisions to permanently appoint graduates on successful completion of the program, however this is at the Department's discretion and is based on the progress and performance of the graduate.

Formal training

Graduates will have the opportunity to attend workshops and presentations with graduates from various Northern Territory Government Departments.

Graduates will be required to complete the following three units of the Certificate III in Working in Government qualification:

- Uphold the Values and Principles of the Public Service
- Comply with Legislation in the Public Sector
- Work Effectively with Diversity.

Graduate placements

Placements will be set by the Department at the beginning of the program and rotations to appropriate business units will generally occur between three and six months. Where possible the rotation will be related to the graduate's area of study, however, there may be a requirement for placements to be in a different area such as policy or procurement to gain a further understanding of the Department's functions and core business.

There may be scope for graduates to choose a rotation where they have a particular interest in an area or would like further development. Each rotation will have a learning outcome as well as defined projects, tasks, skills and competencies identified in the Workplace Plan.

Assessments/Increments

At the end of each rotation in a business unit, your supervisor will complete an Assessment Report. The assessment is designed to monitor your work performance and to identify any further training or development that you may require. Subject to the achievement of identified outcomes from the rotation, graduates may advance to the next salary increment level after each six month period.

Salary

Graduates are employed in accordance with the salary determined by the Commissioner for Public Employment as specified in the schedule of Determination No 3 of 2005.

The salary offered is dependent upon the length of the degree and relevant work experience undertaken. Graduates may commence at either the 1st, 3rd or 5th Graduate Trainee salary point.

Please refer to the following pay schedule:

Designation	Salary Rates effective 20.08.09	Northern Territory Allowance Commenced on or after 01.08.87	
		With – Dependants	Without
Graduate Trainee			
1	46240	960	0
2	47135	960	0
3	48046	960	0
4	49902	960	0
5	52366	960	0
6	53338	960	0
7	55005	960	0
8	56673	960	0
9	58339	960	0

Graduates may progress through the levels at six month intervals based on performance and achievement of identified outcomes.

Workplace Plan

The Workplace Plan is an outline of work placements, professional development activities and projects to be undertaken during a rotation. It will be developed between the supervisor and graduate for each rotation.

The aim of the Workplace Plan is to act as a guideline and record of your performance and rotation history. It may also help to establish any training and development requirements you may have.

Conditions of service

For more information on conditions of service refer to the Office of the Commissioner for Public Employment website www.ocpe.nt.gov.au/

Hours of work

The usual hours of work are generally Monday to Friday from 8 am to 4.21 pm (36.45 hours per week) with one hour for lunch. These hours may differ depending on the work unit's requirements.

Leave entitlements

Outlined are some of the most commonly used types of leave. Other forms of leave may also apply.

Recreation Leave

All NTPS employees are entitled to six weeks recreation leave per annum. Pro rata leave can be utilised and is accrued at the rate of 2.5 days for each completed month of continuous service.

Personal (Sick) Leave

Temporary employees are credited with two days paid personal leave on commencement and are entitled to up to one week paid personal leave for every completed two months of service, not exceeding three weeks in the first 12 months of employment and three weeks annually on the anniversary of commencement.

Permanent employees are credited with three weeks paid personal leave on commencement and three weeks for each consecutive year.

Emergency Leave

Emergency leave may apply in circumstances where employees had no prior knowledge of an event occurring and are unable to attend work. Three days per annum is available.

Miscellaneous Leave

You may be granted leave with pay to donate blood and one hour leave every two years to be screened for cancer. There are other circumstances where an employee may be granted leave with pay, i.e. emergency services volunteer.

Parental Leave

There are various types of leave such as maternity, paternity and adoption leave available under parental leave.

Compassionate Leave

In the event of the death of, or serious illness posing threat to the life of an employee's immediate family or household member, the employee is entitled to three days compassionate leave.

Application process

1. Prepare and submit application

For advice and tips on applying for jobs you may like to refer to the following website:

www.ocpe.nt.gov.au/ntps_careers/info_for_applicants/apply_for_job

When submitting your application you should ensure the following are included:

- Responses to the Selection Criteria (page 10 of this handbook)
- Current resume/CV
- Details of at least two referees
- Academic Transcript
- Application Cover Sheet
- Equal Employment Opportunity details

2. Shortlisting

Once all applications have been received, a selection panel will identify those applicants who warrant further consideration. This will occur throughout September 2009.

3. Assessment

To help the selection panel decide on applicants for interview or as part of the interview process, the panel may ask you to undertake a research project involving a written report and/or a presentation.

4. Interview

Interviews will be held in Darwin throughout September/October 2009. Interstate applicants will be interviewed via teleconference or videoconference.

Contacts

For further information regarding the Graduate Development Program or the recruitment and selection process, please contact:

Sue Sanders

Manager Workforce Development
Department of Planning and Infrastructure
Phone: (08) 8924 7762
Email: sue.sanders@nt.gov.au

Petra Klander

Early Careers Coordinator
Department of Planning and Infrastructure
Phone: (08) 8924 7062
Email: petra.klander@nt.gov.au

Selection Criteria

You are required to address the selection criteria outlined below. Ensure you provide relevant examples that demonstrate the outcomes you achieved for each criterion.

1. A university Degree in relevant discipline.
2. Demonstrated sound written and verbal communication skills suitable for liaison with team leaders, stakeholders and clients.
3. Ability to work in a team environment.
4. Ability to manage work priorities and meet objectives.
5. Sound analytical and research skills.
6. Ability to use information technology.
7. Demonstrated sound level of problem solving and negotiation skills.

Submit your application via one of the following methods:

Post: Program Coordinator
DBE Employment Programs
GPO Box 2391
DARWIN NT 0801

Email: employmentprograms.dcis@nt.gov.au

Fax: (08) 8999 3755

Please ensure that all emailed applications and attachments to on-line applications, are in a format compatible with Microsoft Word 97, Works or Adobe Acrobat.

Applications close Friday 28 August 2009.