

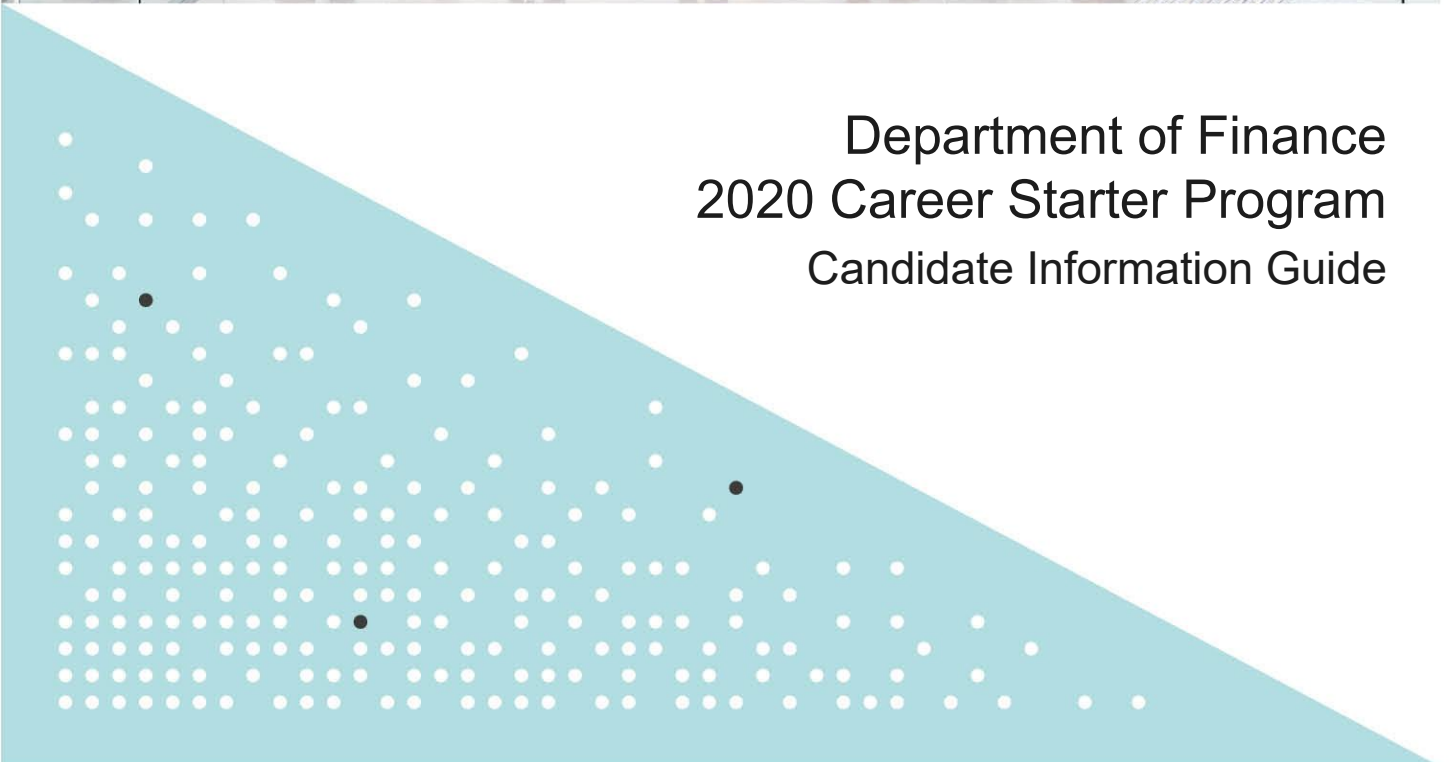


Australian Government
Department of Finance

**APPLICATIONS
CLOSE
Monday
26 August 2019**

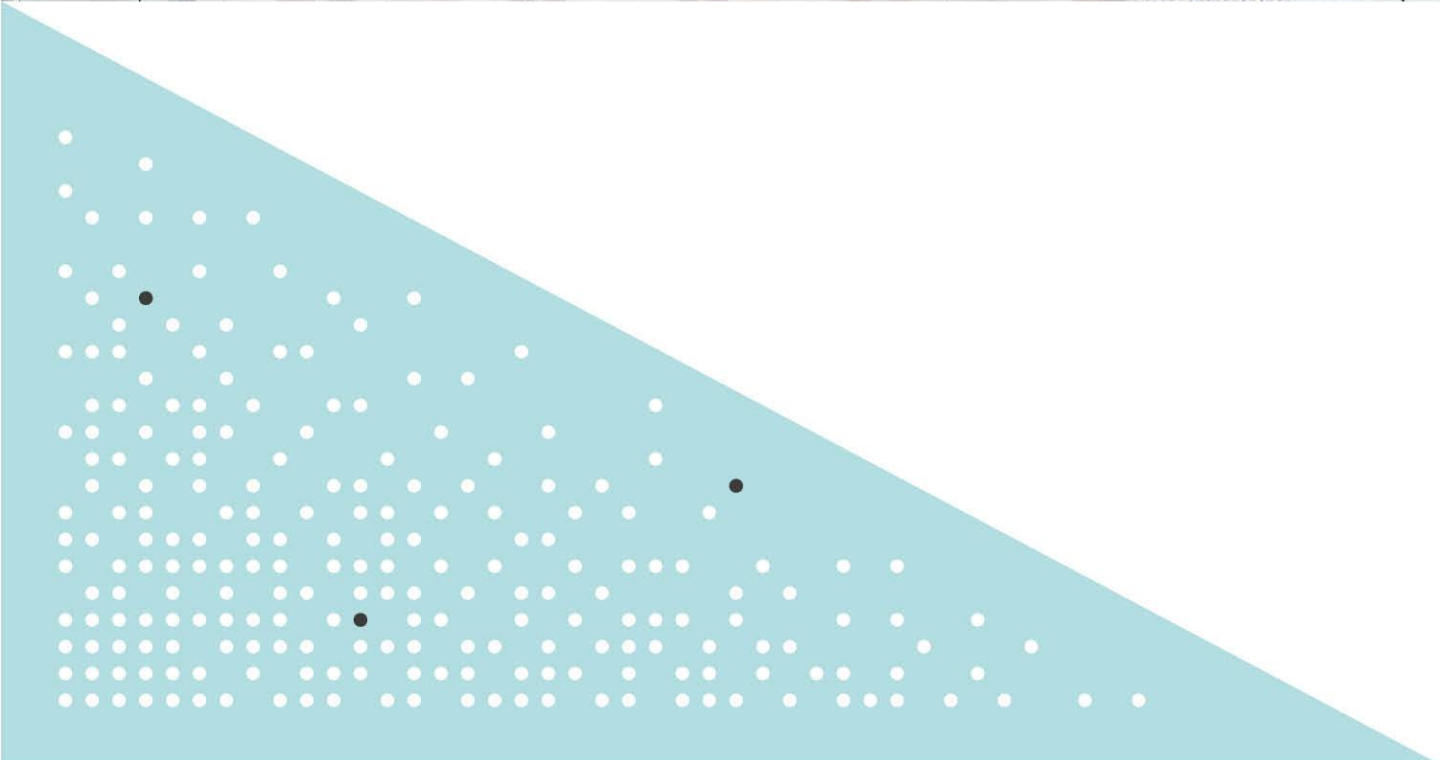


**Department of Finance
2020 Career Starter Program
Candidate Information Guide**





Australian Government
Department of Finance



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Working at the Department of Finance

The Department of Finance is a central agency of the Australian Government. We play a key role in assisting the Government to shape and deliver its priorities focusing on ensuring government funded programs are effective, sustainable and reflect the best value to government and the Australian community.

A job at Finance gives you exposure to a variety of work that will challenge you and build valuable capabilities for a career in the Australian Public Service (APS).

Our work also involves:

- supporting the delivery of the Australian Government Budget
- collaborating with shareholders to deliver important infrastructure for Australia including Snowy Hydro 2.0, Inland Rail, Western Sydney Airport, Australian Naval Infrastructure and NBN
- leading the modernisation of the public sector to provide better services to citizens and businesses
- managing policy for whole of government activities such as procurement, shared services, insurance, advertising and travel
- advising on the financial impacts, risks and merits of new policy proposals from across all Government portfolios
- managing the Government's domestic property portfolio
- delivering a range of tools and services to assist the work of parliamentarians and their staff
- working with Government Business Enterprises such as the Australian Postal Corporation and Defence Housing Australia.

We have an inclusive workforce, which attracts, retains and supports employees from all diversity groups. We have five diversity networks that contribute to the positive culture of the department through social and cultural events and activities.

These networks are:

- Aboriginal and Torres Strait Islander Staff Network
- Lesbian, Gay, Bisexual, Transgender and Intersex Plus Network
- Ability Network
- Gender Equity Network
- Emerging Leaders Network.

You can also join the Finance Social Club, a team committed to empowering the Finance community to take ownership of and steer the social culture.

We support flexible working arrangements and can provide support for you to continue your studies part time.

Our modern head office in Forrest, ACT, includes a free on-site gym, open collaboration spaces and is close to cafes and walking trails.

Career Starter Program

The Career Starter Program is a highly successful program that has been run by Finance for over 13 years. In 2019, our program expanded to include six other Australian Government departments who also accepted participants from this program.

The program was awarded the 2018 Australian Human Resources Institute Susan Ryan Age Diversity Award.

As a Career Starter you will experience:

- a permanent job with the Department of Finance or another participating department within the Australian Government (all positions are Canberra based)
- a rewarding career
- a starting salary of \$47,077* (APS Level 1)
- advancement opportunity to the APS Level 2 (salary increase to \$54,057*)
- four weeks paid leave per year
- flexible working arrangements
- superannuation of 15.4 per cent (above superannuation guarantee of 9.5 per cent).

****Salaries are for Department of Finance positions only; salaries for positions within other participating departments will vary.***

The program includes:

- Statement of Attainment of a Certificate IV in Government. Training sessions include:
 - transition into corporate life
 - writing skills for the Australian Public Service
 - application and interview skills
 - essentials of project management
 - policy development
- quarterly networking events
- a 'buddy' from the previous years' program or similar
- the opportunity to work as a team on a community project.

Your role may include:

- project assistance and contribution
- administrative support
- providing advice to stakeholders
- drafting basic reports
- undertaking research
- general and routine processing.

Study Assistance*

You will be eligible to apply for access to Finance's Study Assistance Program after completing your probation period. Through Study Assistance, you may be eligible for a financial contribution towards your study fees and up to six hours of paid study leave per week. You can apply to study a qualification directly relevant to your role, the work of the department or the APS more broadly.

****Study Assistance provisions may differ for other participating departments.***

Your eligibility

To be eligible for our Career Starter Program, you must submit a completed application form prior to the closing date and time, and:

1. be an Australian citizen or going to be granted Australian citizenship by November 2019 and be able to provide evidence of this
2. provide the required documents and authorisation for the Document Verification Service (DVS) in order for Finance to verify your identity*
3. have completed your Year 12 Certificate in 2018 or be completing it in 2019
4. obtain and maintain a Baseline Security Clearance
5. be willing to reside in Canberra.

*DVS is a national online system that allows the department to take information from your identity documentation and compare this against the corresponding record held by the document issuing agency. If you are successful in being offered a role, you will be required to provide the relevant documentation for the purpose of confirming your identity.

Additional support (RecruitAbility)

RecruitAbility applies to this vacancy. Under the [RecruitAbility scheme](#) you will be invited to participate in further assessment activities for the vacancy if you: choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job.

If you have a disability, you are able to request reasonable adjustments to the assessment process. You need to note this in your application so we can contact you to discuss your requirements.

If you require any other additional support throughout the process, please contact us.

Information session

We will be holding an information session at One Canberra Avenue, Forrest ACT as detailed below:

- Thursday 8 August 2019 from 5.00pm - 6.30pm

If you are unable to attend this information session but want to find out more please email us at jobs@finance.gov.au.

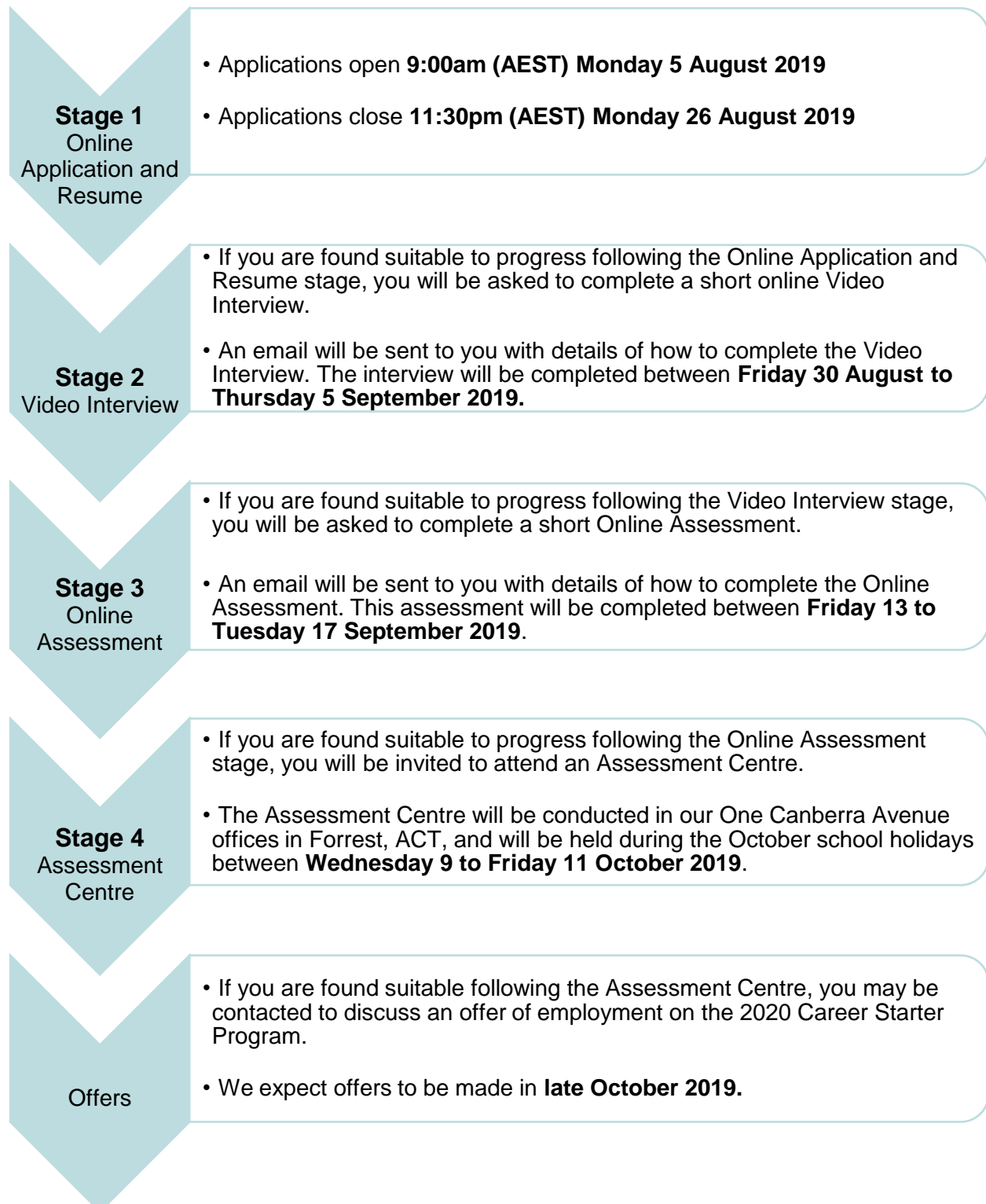
Capabilities we are assessing

Organisational Fit (Motivation)	Self-Awareness	Collaboration and Delivery (Client Service)
Expresses motivation for working within the department.	Approaches tasks and own development in a logical and organised manner.	Collaborates with others to achieve quality outcomes and meet deadlines.
Results Oriented	Written Communication	Verbal Communication
Demonstrates initiative, identifies and plans the activities needed to achieve outcomes.	Provides clear written advice in a range of styles.	Communicates clearly and confidently and actively listens to others in a range of settings.
	Research and Analysis	
	Gathers information from a range of different sources and analyses it to inform thinking on a particular topic	

These capabilities will be assessed at different stages of the recruitment process.

Recruitment process

More details about the Recruitment process stages can be found on the following pages.



Stage 1: Online Application and Resume

Your Online Application and Resume is your first opportunity to demonstrate that you meet the capabilities that we are looking for. Here are some tips to assist you.

Tips for your Online Application

- Start your Online Application as early as possible. If you have questions or technical issues on the due date, you may not be able to resolve these quickly enough to lodge your application on time. Please note Online Applications close **11:30pm (AEST) Monday 26 August 2019**. **It will not be possible to submit your application after this time.**
- Set aside at least 1.5 hours to complete your application. Take note of character limits as an indication of the amount of information to include and remember to be concise.
- Prepare your responses in a Word document (simple word formatting) and then copy and paste into your application form. If you experience technical issues on the site, you may lose the information and need to start again.
- Proof read your application. Your writing skills are assessed along with the content in your responses.
- Provide honest and accurate information as your responses will be confirmed at other stages in the process.
- Once you have successfully submitted your application, you will receive an email confirming receipt. Please check all spam filters on your email account as emails sent from an unknown address may automatically move to your spam folder.

Tips for compiling a Resume

- Include your personal details at the top of your Resume. These details should include contact numbers, email address and working rights i.e. Australian Citizen.
- The second item on your Resume should include your education and any certificates you have attained.
- List any employment history, including volunteer work, in reverse chronological order. This means listing your most recent employment history first and working back from there.
- Your Resume should be concise and two pages in length (maximum).
- Use a font that is easy to read. Times New Roman, Arial, Calibri (or similar) and keep the font size at 10 or 11. Remember to keep your page margins as standard.
- Keep each section uniform, using a standard approach. Use bullet points where appropriate and ensure your Resume is without spelling or grammatical errors.

Capabilities assessed in the Online Application and Resume are:

**Organisational
Fit
(Motivation)**

**Results
Oriented**

Self-Awareness

**Written
Communication**

Stage 2: Video Interview

A Video Interview is a job interview that takes place remotely and uses video technology as the communication medium. All candidates will be asked the same questions and you will need to record your response in an online video. Your video will be reviewed by the Recruitment Team and scored in a consistent manner.

Tips for completing the Video Interview

For many, this is a new way of taking part in a recruitment process so here are some helpful tips to let you make the most of this opportunity.

Before you start the interview

The Video Interview will allow you time to practice before starting the interview, make sure you utilise this to get comfortable before starting. Practise questions will be different from the actual interview questions.

Other tips:

- Check the camera angle (make sure the camera is at eye level).
- Check what is in the background and that you have good lighting that allows the viewer to be able to see you.
- Choose a location that is free from distractions.
- Dress professionally – it is an interview.

Try and relax as much as possible and let your personality shine – remember to smile.

During the interview

Treat it like a traditional interview, so be confident in your answers.

- Be concise when answering the questions, you do not need to use up all the time allocated to each question. When you have finished your answer, move onto the next question.
- Be yourself. Be natural and acknowledge the camera - treat it as if there is another person in the room with you.
- If you make a mistake please don't worry and just keep going. Everyone can make mistakes, it's about recovering and finishing the question.

Be enthusiastic and engaged, this is your opportunity to make an impression and move through to the next stage of the process.

Capabilities assessed in the Video Interview are:

**Organisational
Fit
(Motivation)**

**Results
Oriented**

**Collaboration
and Delivery
(Client Service)**

**Verbal
Communication**

Stage 3: Online Assessment

If you are found suitable to progress to the next stage, you will be invited to complete an Online Assessment.

The Online Assessment will measure your general cognitive ability and include a variety of verbal, numerical and abstract reasoning questions.

Tips for completing your Online Assessment

- Allow 20-30 minutes of uninterrupted time in a quiet environment, with a high-speed internet connection, to complete your assessment. This will allow time to complete the assessment and time for logging in, reading instructions and completing sample items.
- Once you begin the assessment, the timer cannot be stopped. You will also be unable to re-sit the assessment if you feel that you did not complete it under appropriate testing conditions.
- Although your assessment will be timed, it is more important to respond accurately rather than trying to answer every question. If you find you are struggling with a question, you may like to consider moving on to the next question and return if time remains. Points will not be deducted for incorrect answers.
- If you like to try an example assessment please visit <https://www.revelian.com/jobseeker/product/cognitive-ability-test/>.

Reasonable Adjustment

- If you require reasonable adjustments and/or have a visual impairment that cannot be corrected with corrective lenses, please contact the Recruitment Team (02 6215 1717) **before beginning your assessment** so we can provide you with additional support.

The capability assessed in the online assessment is:

**Research and
Analysis**

Stage 4: Assessment Centre

If you are found suitable to progress, you will be invited to attend a half-day Assessment Centre. This Assessment Centre will be conducted in Canberra.

What is an Assessment Centre?

The Assessment Centre provides you with an opportunity to showcase your capabilities, and to find out more about the Career Starter Program.

Assessment Centres use different activities to assess capabilities against specific selection criteria. This Assessment Centre is designed around two activities and takes about half a day. We understand each individual has unique strengths, so our process is designed to provide an opportunity for you to demonstrate your strengths within the capabilities for this program.

You will be asked to complete the following activities:

- a work sample, and
- a team activity.

You will also be able to chat informally with current staff from the Department and previous Career Starters during the Assessment Centre.

Tips for Assessment Centres

- The Assessment Centre is not designed to catch you out. Try to relax, be yourself and enjoy the activities.
- Listen carefully to the instructions that you are given. If you are unsure what to do, ask for clarification.
- Be enthusiastic and engaged. Plan to have a good night's sleep so your energy level is high.
- Address all the issues and questions outlined in each activity.
- Know the time limit for each activity. These will be provided at the start of each activity – it's a good idea to wear a watch as phones will not be used throughout the session.
- Consider the capabilities we're looking for when framing your answers.
- Familiarise yourself with the location and things like public transport and/or parking. There is limited paid parking around the building so be prepared and know where you can park before the day.
- Ensure you have the right start time – please don't be late.
- Take the contact number in case of emergency and if something goes wrong, call us as soon as possible to let us know.

Activities at the Assessment Centre

Work Sample

During this activity, you will be asked to prepare a short document on a computer. You will work on your own to complete this piece of work. We'll provide some background information to help you respond.

Tips

- Read the information carefully and make sure you know what you are being asked to do before the time starts.
- Keep your response brief and to the point.
- Pace yourself, remember the time limit of the activity and ensure you leave enough time to respond to each question.

Capabilities assessed for the Work Sample are:

**Results
Oriented**

**Written
Communication**

Group Activity

Very few positions achieve success in isolation. While you can describe times in the past when you have had to work in close co-operation with others, we want to be able to directly observe how you operate in a team. For this activity, you will be put into a group and provided with some information to help you complete your task.

Tips

- Make sure you read and listen to all instructions carefully, and keep in mind which capabilities are being assessed.
- Take your role seriously and be yourself – i.e. behave as you would if the situation were real.

Capabilities assessed for the Group Activity are:

**Collaboration
and Delivery
(Client Service)**

Self-Awareness

**Verbal
Communication**

Offers

If you are found suitable following the Assessment Centre, you will be placed on a merit pool and may be contacted to discuss an offer of employment on the 2020 Career Starter Program. We expect offers to be made **late October 2019**. *Unsuccessful candidates will be advised shortly thereafter.*

It is a condition of employment with Finance that you are able to obtain and maintain a security clearance at the Baseline security level. If you are successful in being offered a role, you will need to undertake the security clearance process.

Further information about conditions of employment at Finance can be found in the [Department of Finance Enterprise Agreement 2019](#).

Please Note:

This recruitment process is being used to fill ongoing vacancies on the 2020 Finance Career Starter Program. If you are found suitable on the merit pool and not offered a position on the program, we may approach you to discuss short-term non-ongoing positions with Finance.

Through this merit pool, other APS agencies may also wish to speak with you about a potential placement within their agency, including Career Starter roles. If this situation arises, a Finance representative will contact you first to gauge your interest in speaking to other agencies prior to passing on your details. If you do not wish for your details to be shared, please ensure you 'opt out' of having your details shared on the application form.

Feedback

After the Assessment Centre, we will look at the overall process to determine who we will make offers to. If you do not receive an offer of employment for the Career Starter Program, you may request feedback. Feedback will be provided about your capabilities - where you met benchmarks and where you did not meet benchmarks. Also, about the stage of the process from which your application did not progress. Feedback will be provided from **mid November 2019**.

A survey will also be distributed to all candidates in November and the feedback you provide will help us improve our process for future recruitment processes.

Contact

If you have any questions about the recruitment process, please contact the Recruitment Team on 02 6215 1717 or email jobs@finance.gov.au.

Good luck and all the best in your application.