



Australian Government

Career Pathways

Australian Government Apprenticeship Program

Position Description

Position Detail	
Classification	APS Level 3 (or equivalent)
Employment Status	<input type="checkbox"/> Non-Ongoing <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time
Agency/Branch/Team	Various
Location	Various
Security Assessment	<input checked="" type="checkbox"/> Baseline <input checked="" type="checkbox"/> NV1 <input type="checkbox"/> NV2 <input type="checkbox"/> PV The successful candidate will have the ability to obtain and maintain the nominated security clearance. Each participating agency may have a different security clearance requirement.
Contact Officer	Scaleup by Hudson DESErecruitment@hudson.com (02) 5111 1211
Applications Close	11:30 pm (AEST) on Friday 6 May 2022

Position Summary

If you are looking for a career change, to re-enter the workforce, or kickstart your career, the Australian Government Apprenticeship Program is a great opportunity for you to take your career in a new direction.

The Department of Education, Skills and Employment (DESE) is coordinating recruitment for the Australian Government Apprenticeship Program. With just one application process, you may be considered for generalist apprenticeship roles in multiple Australian Government departments, agencies and Commonwealth entities.

DESE creates opportunities through education, skills, and employment pathways, and is looking for talented people from school leavers to mature-age workers keen to build on your experience by joining the APS.

More than just a job, this is an opportunity to launch a long-term career filled with opportunities to learn new skills, with the potential for advancement and most importantly a chance to work on issues that matter.

Work within the APS could involve answering enquiries from the public, records management, IT, data, data entry, human resources management, communications, project management, program

management, policy, contract management, procurement, and other general administrative, clerical, operational or systems support. The opportunities are endless with what you might be doing.

Duties and Responsibilities

As an example, responsibilities of the APS Level 3 may include the following:

- Contribute to team goals and actively participate in teamwork and activities. Build and sustain positive relationships with team members and clients. Respond under direction to changes in client needs and expectations.
- Set priorities, complete allocated tasks, make decisions within defined parameters relating to the area of responsibility. Plan own work goals and priorities that align with and achieve own and team outcomes.
- Work under general supervision and direction against established priorities and procedures. Exercise some autonomy about how work tasks are performed. Make decisions within defined parameters and following established procedures and protocols.
- Understand relevant legislation and policy frameworks. Provide advice using established policy and procedures as a guide.
- Undertake straightforward tasks which may have an element of complexity. Contributes own expertise to achieve outcomes for the business unit. Contribute to the improvement of quality and efficiency and services.

We're looking for people with the best potential, not necessarily the most experience so don't hesitate to apply.

Qualifications and Education

- No formal qualifications, education or work experience is required to apply for the program.

Capabilities

We are seeking individuals who can:

- Communicate effectively - Convey ideas and information in a clear and engaging way; adapt communication style to meet the needs of target audience. Demonstrate verbal reasoning and comprehension; communicate effectively in a written format.
- Support productive working relationships - Work with others towards team and shared goals. See things from others' points of view and expresses own views in a constructive and diplomatic way; reflect on how own emotions impact others.
- Achieve results - Plan and prioritise work to ensure results are achieved; use own strengths to contribute constructively to outcomes.
- Growth mindset - Look for continuous improvement opportunities and encourages others to do the same. Take on feedback without becoming defensive; make changes in methods to overcome setbacks.
- Display personal drive and integrity - Act in an ethical and professional manner, strive towards goals while upholding values.
- Critical thinking and problem solving - Solve problems based on knowledge, experience and data. Analyse information, look for underlying causes and suggest potential solutions.
- Learning agility - Adapt to new circumstances and opportunities; learn and process information quickly in unfamiliar situations.



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How to Apply

The [APS work level standards](#) accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e. responsibilities and duties) at each classification level.

Complete your application through eRecruit including:

- **Personal Details**
- **Resume**

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Designated security assessed positions will require a security clearance. Depending on the position and agency, the successful candidate will have the ability to obtain and maintain a Baseline or Negative Vetting 1 security clearance. To find out more about the levels and the requirements of security clearances, please visit the Australian Government Security Vetting Agency (AGSVA) website <https://www.defence.gov.au/security/clearances>

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the APS over the next 12 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>