

Why VPS GRADS?

2019 Victorian Public Service Graduate
Recruitment and Development Scheme



Table of Contents

Why Work in Melbourne?	3
About the Victorian Public Service	3
Why Work With the VPS?	3
About the VPS GRADS	5
Aboriginal Pathway to the VPS GRADS	5
Who We Are Looking For	5
Benefits of Working for the VPS	6
Salary.....	6
Leave Provisions.....	6
Career Opportunities	6
All Roles Flex	6
Learning and Development	6
Executive Mentoring.....	7
Graduate Learning Teams.....	7
Graduate Testimonials	8
VPS GRADS Alumni.....	8
Information on Participating Departments/Agencies	9
Department of Treasury and Finance (DTF)	Error! Bookmark not defined.
Department of Economic Development, Job, Transport and Resources (DEDJTR).....	10
Department of Premier and Cabinet (DPC)	12
Department of Education and Training (DET).....	13
Department of Health and Human Services (DHHS)	14
Department of Justice and Regulation (DJR)	16
Department of Environment, Land, Water & Planning (DELWP)	18
Essential Services Commission (ESC)	19
Victoria Police (VicPol).....	20
Environment Protection Authority Victoria (EPA)	21

Why Work in Melbourne?

The Victorian Public Service Graduate Recruitment and Development Scheme (VPS GRADS) is an exciting graduate program based in Melbourne.

In 2017 Melbourne was voted the world's most livable city for the seventh consecutive year in a row, so why not work in Melbourne! Melbourne is the capital city of the state of Victoria and is home to more than 4.5 million people. The official language spoken in Melbourne is English, but more than 100 languages are spoken by Melbourne residents including Mandarin, Italian, Greek, Cantonese, Arabic and Vietnamese. Melbourne is governed by a strong and stable government and we have three levels of government in Australia to ensure all aspects of society are effectively governed.

Melbourne is well known for its coffee, restaurants, night-life and sport. It excels in stability, healthcare, culture and environment, education and infrastructure. Additionally, Melbourne is packed with attractions including picturesque parks, grand libraries and ornate museums. It has a comprehensive public transport network which extends from the city centre in all directions, with train, tram and bus offerings, providing Melbournians the opportunity to see some of the city's best sights at an affordable price.

Whether it is strolling around the Yarra taking in the views or dining in a laneway, there is so much to discover in Melbourne, all wrapped up in its character and charm. Take the next step to working in Melbourne by applying online now for the VPS GRADS. Continue reading below to find out more about the VPS GRADS.

About the Victorian Public Service

The Victorian Government consists of the Victorian Public Service (VPS) and the Victorian public sector. The VPS is made up of seven Departments and a range of Agencies and authorities that form the core of the Victorian Government. The seven Departments include:

- Department of Education and Training
- Department of Health and Human Services
- Department of Justice and Regulation
- Department of Premier and Cabinet
- Department of Treasury and Finance
- Department of Economic Development, Jobs, Transport and Resources
- Department of Environment, Land, Water and Planning

The Victorian Public Service employs over 36,000 staff.

The Victorian Government has a rich and dynamic culture that values an adaptable and innovative public sector committed to serving government and the wider community. Staff are working towards one common goal - a positive future for all Victorians.

Why Work With the VPS?

Working for the Victorian Government means you will enjoy a range of employee benefits - from attractive salaries and flexible leave arrangements, to training and development opportunities. Being happy and satisfied at work is one of the most important aspects of choosing a career and the VPS like to make that as easy as possible for you.

Victorian Government employees appreciate their employment benefits - there is no doubt about that. However, asked what the most rewarding aspect of their job is, most employees speak about the satisfaction of knowing that the work

they do helps people. So if you like the sound of employee benefits that include contributing to making Victoria a stronger, more caring and innovative state, then apply for the VPS GRADS.

About the VPS GRADS

The VPS GRADS is a perfect start to a career serving Victorian communities with the opportunity to learn about the public service. It is a 12-month development program with the opportunity to rotate through Departments or Agencies and provide future leaders with a breadth of experience.

You are employed by one Department or Agency and have the opportunity to experience placements in two further Departments or Agencies throughout the year. Best of all, you are guaranteed an ongoing position with your home Department/Agency and a promotion on successful completion of the program.

The VPS GRADS includes streams of: Generalist (e.g. arts, business and marketing graduates); Accounting & Finance; and Economist.

Throughout the structured 12 month VPS GRADS, graduates participate in a comprehensive learning and development program which explores the environment, organisations and culture of the VPS.

The VPS GRADS includes:

- Three placements in different government Departments and/or Agencies
- Introduction to government and the VPS
- Executive mentoring and team projects
- Comprehensive learning and development program to equip graduates with necessary capabilities and support to establish meaningful public sector careers
- Additional specialist training for Accounting and Finance graduates

Aboriginal Pathway to the VPS GRADS

The Aboriginal Pathway to the VPS GRADS provides culturally appropriate guidance and support to Aboriginal and/or Torres Strait Islander applicants through the recruitment and selection process for the VPS GRADS. Aboriginal Pathway Graduates are supported throughout their graduate year by an Aboriginal mentor, senior Aboriginal VPS staff and the VPS Aboriginal Graduate Network. For further information please contact the Aboriginal Pathway Manager on (03) 9651 0837 or aboriginal.employment@vpsc.vic.gov.au or go to www.graduates.vic.gov.au.



Who We Are Looking For

The VPS are proud of the state's economy, quality health and education systems, healthy environment, caring communities and vibrant democracy. But there's still important work to do.

The Victorian Community is best served by an inclusive, high performing and engaged workforce. The VPS GRADS seeks diverse, high potential graduates eager to deliver excellence for Victoria.

To gain employment with the Victorian Government, at the time of application you need to be:

- An Australian or New Zealand Citizen; or
- Permanent Australian Resident.

The VPS GRADS are seeking graduates with the following values:

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect
- Leadership
- Human Rights

Benefits of Working for the VPS

Not only are there a lot of benefits associated with working for the VPS, there are also specific benefits of undertaking the VPS GRADS.

Salary

The VPS GRADS offers competitive salaries to attract the best people. Government employees also enjoy benefits like salary packaging, pre-tax dollars to 'top up' superannuation, access to a novated leased vehicle for full private use and discounted private health insurance cover. Other tax-effective work-related and deductible items include laptop computers, professional membership fees and home office expenses.

Graduates joining the VPS GRADS start as a VPS Grade 2.1.6 or a salary equivalent of \$56,967.00 plus super (as of 1 January 2019) and on successful completion of the VPS GRADS, graduates will be promoted to a VPS Grade 3 on a salary of \$67,866.00 (as of 1 January 2019).

Leave Provisions

Four weeks paid annual leave is provided per year and an additional loading payment is made for annual leave taken. This leave can also be taken at half pay. Personal and career's leave is included in VPS employment conditions for a range of needs. Other leave entitlements include long service leave, paid parental leave and special leave.

Career Opportunities

The VPS GRADS career structure is built on merit-based appointment to grades, but also allows for individual career progression. You and your manager will agree on your progression criteria every year, so you'll always know what you need to achieve to move to the next stage of your career.

All Roles Flex

To be a contemporary employer of choice, the VPS needs to cultivate a culture where working flexibly is business as usual. Flexible working arrangements give our employees a meaningful level of control over when, where and how work is accomplished. Processes will differ from each Department/Agencies, however the goal is to reach an outcome in which an individual's needs for flexibility are met, consistent with business requirements, industrial instruments and legislative requirements.

Learning and Development

The VPS is committed to providing individual training and development opportunities to help staff gain skills and knowledge to develop talent. This is particularly prevalent in the VPS GRADS year.

Generalist learning and development modules may include:

- Welcome to the VPS - Induction
- Writing for Government
- Ethics, Privacy and Freedom of Information
- Project Management
- Team Building
- Report Writing
- Presentation Skills
- Public Policy
- Charter of Human Rights and Responsibilities Act 2006

In addition to the Generalist learning and development modules, Accounting and Finance graduates may undertake the following modules:

- Introduction: Public vs Private Accounting, Certified Practising Accountants
- Financial Frameworks: Treasury Corporate Victoria, SRIMS, Chartered Accountants
- Excel Training
- Budget and ERSC Process
- Financial, Non-Financial Accountability
- Financial, Non-Financial Accountability Part 2 and Accounting for Capital Projects

Economist candidates may conduct the below learning and development modules in addition to the Generalist modules:

- Economic frameworks in policy
- Excel Training
- Data Training
- RIS Training
- Cost Benefit Analysis
- Macroeconomics and the Victorian economy
- Tax policy
- Behavioural Economics and Policy
- Economic design

Executive Mentoring

Executive Mentoring gives you the opportunity to receive professional support from a senior public servant. Participating senior staff are interested in your development and volunteer their experience, knowledge and valuable time. Your group will organise regular meetings with your mentor (around six times during the year).

Graduate Learning Teams

Graduate Learning Teams (GLTs) are small groups of graduates from a range of disciplines in your home Department/Agency. These teams work to develop and deliver a project proposed and sponsored by the Department/Agency. To help you with this project, parts of the formal learning and development program are designed to help your GLT develop and complete your project.

Graduate Testimonials

VPS GRADS Alumni

"The Graduate program is both challenging and extremely rewarding. In each rotation, you will be exposed to a different Government agency, a different team and a variety of different and exciting work. For example, during my Graduate year I had rotations in the Department of Health and Human Services, the Essential Services Commission and the Department of Justice and Regulation. Through the year you will also take part in a comprehensive and informative training program. I found this training to be very helpful throughout the year, particularly the training on Writing for Government and Policy Skills. The Graduate Program also allows you to build a network of professional relationships across different areas of the Public Sector. In my experience, this is the real strength of the program. I feel very lucky to not only have a strong professional network following the completion of the program, but also a number of wonderful friends who share my passion for policy and working to make Victoria a better place to live. "

– Kate, Department of Health and Human Services

"The VPS grads...has been a whirlwind of new experiences. I had three fantastic rotations during which I evaluated criminal justice processes, wrote policy for vulnerable Victorian Children and helped to manage a tourism fund for regional Victoria. The grads...helps you to make connections across government and to have a range of experiences to help you to understand where you want to take your career. "

– Stephanie, Department of Justice and Regulation

"At the beginning it can seem overwhelming as there is so much you don't know. It's a steep learning curve but you'll adapt quickly because you work in different areas and get great insights into the structure of Government and all its machinations. The reality of the grad program is that it's a yearlong opportunity to ask as many questions as you want. The vast majority of people are friendly, easy-going and really willing to help you. Show that you're interested and willing to go the extra mile and people will challenge you. The benefit is that you're being challenged in an environment where people are open to you making mistakes. My own experience was that you get out of it what you put in."

– Andrew, Department of Education and Training

"My previous occupation involved me working at an individual level. I wanted to make a change at a higher level. Changing careers and being a part of the 2016 GRAD program gave me the opportunity to work for government and achieve this goal. I was excited to be a part of a program that offered strong support and training opportunities. The three rotations provided me with the opportunity to work on different projects and skills, taught me about different government processes, and allowed me to make lasting networks across multiple Departments. "

– Hilaire, Department of Health and Human Services

"I think the best thing about the GRADS is the rotations. Not only do you get to experience a variety of workplaces, management styles and subject matter, you also get taken out of your comfort zone in roles you might not have anticipated, which drastically improves your ability to adapt and learn on the job. I found myself working in roles that I otherwise would not have sought out, which really broadened my horizons, and I found myself enjoying the work much more than I anticipated! "

– Aiden

"I was fortunate to land in the Applicant Attraction Team where I worked with colleagues to better understand attractors and barriers to people looking to join Victoria Police. I was able to draw on my studies in sociology but also had the opportunity to learn more about effective messaging and strategy in recruitment. "

– Thomas, Victoria Police

"After finishing degrees in Arts and Law, I was still unsure of what I wanted to do for my career. I knew I wanted to work with the community and I loved the idea of working on issues that impact Victorians. My rotations were amazing opportunities to try diverse work areas across the VPS. My placements all did very different work and exposed me to so many incredible people, tasks and challenges. Being a GRAD is a fantastic opportunity to meet new and exciting people. Everyone is always willing to help you out, answer questions and take you along to meetings. I was lucky enough to meet departmental Secretaries, assist in the launch of a high-profile report and watch a Bill I had worked on be debated in Parliament. Lastly, the graduate excursions allow you to see first-hand the diverse work that the VPS undertakes, as well as the mechanics of our parliamentary system. "

– Erin, Department of Premier and Cabinet

"Coming from regional Victoria I was extremely conscious of how local and state government decisions can impact on regional areas, which attracted me to the program. We also did lots of tours which were incredibly interesting... You'll also never get bored - as a new department there is always something happening that's never been done before"

– Chelsea, Department of Economic Development, Job, Transport and Resources

"Whenever I tell someone about the VPS GRADS, I say I was lucky to land that position. The fact is that luck had very little to do with it. I worked hard at university and was a good fit for the team that hired me.

I was recruited into the VPS GRADS in 2014 after completing my Bachelor of Environmental Science at Deakin University. My home team at the Department of Environment and Primary Industries (now DELWP) was a perfect fit. After spending the first four months figuring out what government was all about and getting to grips with full-time work, I moved to the Department of Health (DoH), then Consumer Affairs Victoria (CAV). The areas I worked in at DoH and CAV were not at all related to what I had studied and completely foreign to me. It was character-building, to say the least.

What I valued most about my experience in VPS GRADS was landing in new workplaces and having to adapt to new processes, cultures and management styles. Three times in 12 months. It taught me a lot about myself and improved my ability to solve problems and build relationships. I also learnt heaps of acronyms. Three years on, I'm still in the public service and have no intention of leaving. Even though I know it wasn't luck that got me here, I feel lucky to have a career in the VPS. "

– Stephanie, Department of Environment and Primary Industries (now DELWP)

Information on Participating Departments/Agencies

Department of Treasury and Finance (DTF)



The Department of Treasury and Finance (DTF) is a central agency providing economic, financial and resource management advice to support the Victorian Government in delivering its policies. Its responsibilities include the delivery of the annual State Budget.

DTF staff work on leading edge economic, fiscal and resource management policy and play an active role in shaping the long term economic outlook of the State, making a difference to all Victorians.



Our Divisions

- Budget and Finance Division
- Commercial Division
- Corporate and Government Services Division
- Economic Division

Why Work With Us

DTF’s central, influential role in government provides challenging and intellectually stimulating work.

We value our people and motivate them to lead, influence, collaborate and innovate. Due to DTF’s small size, staff at all levels have the opportunity to work on significant projects and take on responsibility early in their career, working directly with Ministers, senior managers and other departments.

DTF staff also have the opportunity to work on dedicated taskforces that develop, manage and coordinate the budget and asset strategies underpinning key Government priorities. These include major infrastructure projects and social policies such as the National Disability Insurance Scheme and the Government’s response to the Royal Commission into Family Violence.

Professional Graduate Economist Module (PGEM)

A dedicated DTF team provides a specialist economist training program, designed to accelerate and enhance learning and development. Economists in the VPS work across a variety of issues including:

- Economic policy;
- Economic regulation;
- Economic and revenue forecasting;
- Social policy; and
- The economics of infrastructure and public service delivery;
- Strategy and Reform

Accounting and Finance Module

With specialised training, VPS accountants work across a wide range of areas including:

- Budget and fiscal strategy, including the State Budget;
- Financial reporting; and
- Public sector policy development and program delivery;
- Commercial and major infrastructure project management and delivery.

Through involvement in the training, graduates develop their skills and gain experience early in their careers so they are able to contribute broadly in policy, operational and accounting related areas across the VPS, now and in the future.

Graduates typically experience diverse working environments (via three rotations), with at least one rotation in DTF, working with some of Australia’s most capable economists and to develop and maintain critical accounting and financial analytical skills, the central agency for budget management and funding.

For more information about graduate opportunities at DTF, visit: www.dtf.vic.gov.au/About/Careers

Department of Economic Development, Job, Transport and Resources (DEDJTR)



The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) is the Victorian Government’s lead agency for creating the conditions to sustainably develop the Victorian economy and grow employment.



Why Work With Us

Our department is dedicated to building a strong economy for Victoria and creating jobs for Victorians. We work on investment attraction and facilitation, trade, transport and ports, innovation, regional development and small business. We support the key sectors of agriculture, the creative industries, resources and tourism.

Our people oversee major projects, manage emergencies, help build road and rail infrastructure, model financial data, support businesses in regional communities, develop policy based on the latest evidence and community consultation, drive tractors, research new crops, breed livestock, keep an eye on the mining industry and support the

state's brilliant creative artists. Behind the scenes, we also have people providing the corporate support vital to keep a large organisation functioning. We have more than 3000 staff in over 80 workplaces in Victoria as well as in 20 international offices.

DEDJTR Supports the Following Portfolios

- Agriculture
- Creative Industries
- Industrial Relations
- Industry and Employment
- Innovation and Trade
- Major Projects
- Ports
- Public Transport
- Regional Development
- Small Business
- Strategy and Planning
- Tourism and Major Events

Opportunities at DEDJTR

At DEDJTR, there are opportunities to work across a variety of roles. These include:

- Area specific Analysts, Advisors and Specialists.
- Economists, Architects and Science specific professionals.
- Project, Program and Policy Officers.

What DEDJTR Can Offer You

- Extensive personal and professional development programs.
- Broad 'diversity' program to foster greater innovation, customer connection and increased wellbeing.
- Flexible work/life balance options, such as flexible working hours and generous leave provisions.

A career with us offers many rewards and challenges. Working for us is your opportunity to help shape the Victoria of the future. You'll work with great people on a multitude of initiatives and programs that genuinely benefit the state.

For further information see: www.economicdevelopment.vic.gov.au

Department of Premier and Cabinet (DPC)

As Victoria's First Minister's department, the Department of Premier and Cabinet (DPC) supports the Victorian Government to deliver its priorities and reform agenda by collaborating with other departments, jurisdictions and the community to achieve the best outcomes for the people of Victoria.

We work for the people of Victoria by helping the government achieve its strategic objectives, and we do this by supporting the Premier, Deputy Premier, Special Minister of State, the Ministers for Aboriginal Affairs, Equality, Multicultural Affairs, Prevention of Family Violence, Veterans and Women, as well as the Cabinet.

At DPC, we:

- Drive the government's objectives
- Provide unifying intelligence within the Victorian Government
- Pursue excellence in whole-of-government outcomes in delivery and reform.

The work of our department supports the pursuit of the following objectives:

- Strong policy outcomes
- Engaged citizens
- Professional public administration
- A high-performing department

Message from the DPC Secretary

The success of the Department of Premier and Cabinet is dependent on successful leadership: leadership at the system level and leadership at the personal level.

Leadership in the public sector requires us to understand and nurture the fundamentals of good public governance:

- Proper regard for the separation of powers
- Effective checks and balances on the exercise of unfettered power
- A comprehensive and seamless process for the transfer of power
- Strong mechanisms and institutions to support accountability and transparency.

As employees of the Department of Premier and Cabinet, we need to be:

- Expert without being arrogant
- Politically aware without being political players
- Relentless in our commitment to work of the highest quality.

We need to define ourselves through the value we create through our collaboration with others: a good First Minister's department surrenders its authority and a good 'line' agency surrenders its knowledge — this combination can result in extraordinary policy development.

In practice, we provide coordination, stewardship and leadership of the public sector by:

- Promoting collaboration across departments and agencies
- Developing collaborative relationships devoid of ego and power
- Sharing information and ideas
- Trusting in the expertise of colleagues
- Upholding the highest standards of public administration, professionalism and integrity
- Using our whole-of-government perspective to 'join the dots' and embrace the role as Victoria's 'agency of unifying intelligence'.

With an expansive reform agenda, the Victorian Government is relying on DPC to support and unify many projects. As part of our mission to create public value, we are actively engaged in identifying, developing, proposing and implementing strategic reform opportunities and projects in our own right. We are continuing to build a direct relationship with the community through our increased community engagement and service delivery responsibilities as well as our support of a number of ministerial portfolios. I want DPC to be an organisation based on truth, and one in which we successfully work well with one another and with other organisations.

I want us to foster a dynamic and inclusive environment in which we can intelligently and respectfully debate and challenge each other's ideas, an environment in which diversity of perspective and background is valued for the strength that it is. And I want this department, this agency of unifying intelligence, to be an organisation of leaders, for each person to want to be a leader regardless of your role or grade. Thus, we are committed to providing you with the opportunity to help continue to build a dynamic and inclusive environment here at DPC and for you to see yourself as a leader in your own right.

Department of Education and Training (DET)

Together we give every Victorian the best learning and development experience, making our state a smarter, fairer and more prosperous place.

We support Victorians to reach their potential, regardless of their background, postcode or circumstance, and to develop the knowledge, skills and attributes they need to participate and thrive in a complex economy and society. We support Ministers across the three education portfolios — Education, Training and Skills and Families and Children, reflecting the Department’s role in providing lifelong learning.

Our responsibilities cover three overlapping stages of life:

- Early childhood development (birth to eight) — covering health, learning and development services
- School education (five to eighteen) — covering primary, secondary and special school services for children and young people from Prep to Year 12
- Higher education and skills (fifteen and over) — covering higher education, vocational education and training, apprenticeships and traineeships, and adult, community and further education.

Our Structure:

Our Department employs a significant workforce of around 72,954 staff, with the vast majority in the teaching service (69,551). Our non-school based staff are located in the central office and across our four regions.

The Department comprises the following structure:

- **Seven central business groups:**
 - Early Childhood and School Education Group
 - Higher Education and Skills Group
 - Strategy and Performance Group
 - Policy Reform Group
 - Regional Services Group
 - People and Executive Services Group
 - Infrastructure and Finance Services Group (including the Victorian School Building Authority)
- **Four Departmental regions:**
 - North-Eastern Region
 - North-Western Region
 - South-Eastern Region
 - South-Western Region
- **Three independent statutory authorities:**
 - The Victorian Curriculum and Assessment Authority (VCAA)
 - The Victorian Registration and Qualifications Authority (VRQA)
 - The Merit Protection Board (MPB)

Careers at the Department:

The Department values its people and is committed to attracting, developing and retaining diverse talent. This is because we recognise that our people are our greatest asset, and having the right people and culture are integral to fulfilling the organisation’s goals.

We strive to be an organisation that respects the skills and contribution of its people, and values innovation and collaboration. As public sector employees, we also uphold the Victorian Public Sector Values of Integrity, Responsiveness, Impartiality, Accountability, Respect, Leadership and Human Rights.

Graduates are given opportunities to work in our Central office across various business units including Human resources, Policy, Projects, Communications and Legal. Graduates are also given support and mentoring opportunities to guide them in their learning and development at the Department.

Department of Health and Human Services (DHHS)

The Department of Health and Human Services (DHHS) has responsibility for planning, policy development, funding and regulation of health and human service providers in Victoria, and activities that promote and protect Victorians’ health and wellbeing.

We provide housing and community services and programs, and support the delivery of hospital, public health, mental health and aged care services, and sport and recreation initiatives.

To do this, we take a broad view of the causes of ill health, the drivers of good health, the social and economic context in which people live, and the incidence and experience of vulnerability. We place people at the heart of policy-making, service design and delivery.

Working with our partners, we:

- Support individuals and families in crisis
- Work with families, individuals, young people and communities to improve their health and wellbeing through building capabilities and resilience, and support participation in work, education and the community
- Oversee Victoria’s health system including mental health, ageing and aged care and preventive health
- Provide services to support vulnerable Victorians to enjoy a positive life.

The work we do benefits thousands of Victorians, particularly those who are disadvantaged and vulnerable.

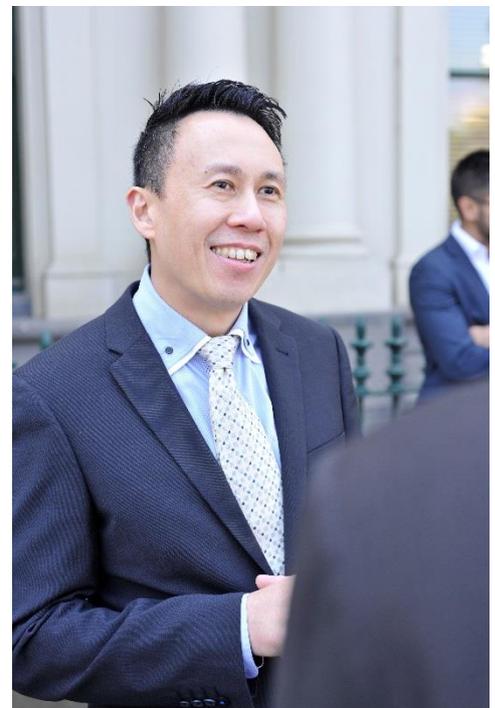
Career opportunities

Many career opportunities at DHHS are direct service delivery roles in housing, disability, and child protection. There are also a number of other opportunities in a range of disciplines for health and human services policy development, project and contract management and corporate services.

If you’re looking for a rewarding career that’s challenging and interesting, where you can have a positive impact on the lives of individuals, families and communities, we want to hear from you!

Benefits of working at DHHS include:

- Offices located in the CBD and a number of regional areas
- A variety of roles available including roles in Communications, HR, Finance and Legal
- Professional development
- The chance to work with talented people
- Undertaking a socially responsible job
- Appreciation from the community
- Support from your team
- Variety
- Flexible working arrangements.



Other careers in DHHS

The types of jobs at DHHS are as diverse as the people who work here. They are located across metropolitan and rural locations in Victoria, presenting opportunities for a stimulating and varied career.

As well as human services delivery, other career opportunities in the department include:

- Policy development and project management – providing advice and administering housing, community services and health programs, and developing and analysing policy
- Contract management – building relationships with internal and external stakeholders to monitor and evaluate contracts
- Providing corporate services – information technology, accounting, financial analysis, service regulation, law, human resources, communications and industrial relations specialists, executive assistants, receptionists and customer support officers.

What we can offer you

The department is a vibrant and diverse place. We know that our workforce is one of our greatest assets.

We are committed to developing and supporting a workforce that is well equipped and highly motivated to provide responsive and quality services to Victorians.

We offer:

- Challenging and inspiring work in a supportive environment
- An opportunity to work with great people
- Career advancement opportunities in and across a range of disciplines
- Induction programs, professional development opportunities and on-the-job training
- Regular supervision and support to contribute to professional development and wellbeing
- Career and lifestyle options in metropolitan and rural locations.



No matter what role you are performing, you will be helping to make Victoria a stronger, more caring and innovative place.

Department of Justice and Regulation (DJR)



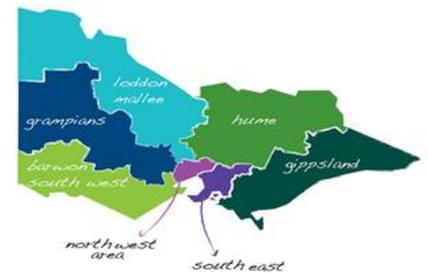
The Department of Justice and Regulation (the department) delivers high-quality services to Victorians and supports a safe, just, innovative and thriving Victoria. The department offers a broad range of career opportunities to more than 7,000 staff, and the wider justice portfolio is supported by more than 27,000 staff and 90,000 volunteers.



The department oversees all areas of the justice system in Victoria, including: policymaking and law reform, prisons, parole, dispute resolution, penalties and fines, emergency management, and the provision of legal advice to government. The department, and its business units and agencies, is operated through 150 office locations state-wide, specifically placed to effectively respond to the community's need for justice services.

Our Divisions

- Civil Justice
- Criminal Justice
- Police & Corrections
- Emergency Management
- Regulation
- Liquor, Gaming & Racing
- Office of the Secretary
- Regional Services Network
- Service Strategy Reform
- Corporate, Governance and Infrastructure
- People and Stakeholders



Why Work With Us

We pride ourselves on our positive workplace culture. We aim to engage and develop our workforce, providing every person with the opportunity to unlock their potential.

A wide range of graduate opportunities are on offer across the department's various business units, including:

- Law and policy
- Human resources
- Finance
- Communications
- Administration

In addition to working in an inclusive and supportive team environment, our employees also enjoy benefits such as:

- Competitive salaries
- Flexible working arrangements
- Salary packaging of superannuation and motor vehicle leases
- Opportunities to take temporary assignments and secondments within the department or other Victorian Government departments and agencies.

Who We Are Looking For

Not only are we looking for candidates with the right mix of skills, experience and qualifications, but we also want to find people who are committed to upholding the department's values – to serve the community, work together, act with integrity, respect other people and make it happen.

If a career contributing to a safe and just Victoria appeals to you, we look forward to receiving your application.

At the Department of Justice and Regulation, our goal is for our personnel to reflect the diverse community we serve. We employ people of any gender, age, religion, cultural background and sexual orientation, and seek to accommodate staff members with disabilities. We also have a firm commitment to growing the participation of Aboriginal and/or Torres Strait Islander people in our workforce.

Department of Environment, Land, Water & Planning (DELWP)

DELWP brings together Victoria’s planning, local government, environment, energy, suburban development, forests, emergency management, climate change and water functions into a single department to strengthen connections between the environment, community, industry and economy.

Our challenge is to maintain Victoria’s liveability with a population that is expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. The department employs over 3,500 people, supports four ministers and has offices right across Victoria

DELWP Groups:

- Energy, Environment and Climate Change
- Forest, Fire and Regions
- Local Infrastructure
- Planning
- Water and Catchments
- Corporate Services

Areas of Interest

The Environment, Fire & Emergency Management, Land Management, Local Infrastructure, Planning, Water & Catchments all supported by a Corporate Service Group.

Our vision and principles

Our vision for diversity and inclusion is a workplace culture that embraces individual differences in all forms and fosters innovation and inclusion. We will live our diversity and inclusion values when our people embrace the following principles:

- Leverage the experience and ideas of others
- Embrace different viewpoints
- Feel they belong and know their unique
- Contribution is valued
- Have equal opportunity in the workplace
- Connect effectively with our diverse customers and
- Communities to understand their needs.



DELWP Public Value Outcomes

DELWP’s eight public value outcomes sets our focus and key directions.

This includes our contribution to shared government objectives in collaboration with other key departments and agencies:

- Zero emission, climate-ready economy and community
- Healthy, resilient and biodiverse environment
- Reliable, efficient, accessible, safe and sustainable energy services
- Productive and effective land management
- Safe and sustainable water resources
- A quality built environment
- Sustainable and effective local governments
- Reduced impact of major bushfires and other emergencies on people, property and the environment.

DELWP works with a range of organisations, industry bodies, policy institutes, and universities. These relationships include research, policy development, program implementation and funding support.

Essential Services Commission (ESC)



We promote the long term interests of Victorian consumers with respect to the price, quality and reliability of essential services.

We regulate Victoria's energy, water and transport sectors, and administer the local government Fair Go Rates system. Our work also includes administering the Victorian Energy Efficiency Target scheme, which aims to reduce greenhouse gases by making energy efficiency improvements more affordable for consumers.

We promote thought leadership and the delivery of great performance in how we regulate the energy, water, local government and transport sectors. We also occasionally review other sectors at the request of the Victorian Government.

We have been operating since 2001

Our three commissioners are supported by an executive team and over 100 employees with qualifications in economics, accounting, engineering and other analytical disciplines. Our reports and determinations provide analysis and advice on technical and economic regulatory matters, and help ensure that Victoria's essential industries deliver the best outcome for consumers.

Graduates are an integral part of the commission

Our graduates enjoy a wide variety of challenging experiences. They apply economic principles and frameworks to essential industries and work on projects that affect all Victorians, such as price and economic regulatory reviews.

Some of the important work that graduates have the opportunity to be involved with includes:

- Completing detailed analysis of high-level reports
- Delivering presentations to internal stakeholders
- Providing content for regulatory newsletters, internal reports and performance reports
- Contributing to the development of workshops for external stakeholders
- Creating content that informs our understanding of key industries.

We value the Graduate Recruitment and Development Scheme as a key employment avenue for people establishing careers in economic regulation. Our internships program also provides an excellent professional development opportunity.

For more information about our employment and graduate opportunities, visit our [careers page](#).

Victoria Police (VicPol)

About Victoria Police

Victoria Police was established in 1853 and provides policing services to the Victorian community 24 hours a day, seven days a week, working to keep over 5.9 million Victorians safe.



Vision

Delivering a safer Victoria.

Our Mission

At Victoria Police, our mission is to ensure a safe, secure and orderly society by serving the community and the law.

Through the combined efforts of our workforce, we give effect to our mission to ensure a safe, secure and orderly society through:

- Preserving the peace
- Protecting life and property
- Preventing offences
- Detecting and apprehending offenders
- Helping those in need of assistance



Police officers and protective services officers (PSOs) are supported in their roles by public service professionals who work as policy and project officers, managers and specialists in a range of functions such as legal services, accounting and finance, psychology, human resources and forensic sciences.

Victoria Police provides policing services to the Victorian community across regional boundaries corresponding with those of other Victorian government departments, enhancing cross-department service delivery, particularly in the area of emergency management.

Our services include:

- Responding to calls for assistance in matters of personal and public safety, emergencies and serious incidents.
- Preventing crime through a range of proactive community safety programs.
- Detecting and investigating offences, and bringing to justice those responsible for committing them.
- Supporting the judicial process to achieve efficient and effective court case management, providing safe custody for alleged offenders, supporting victims and ensuring fair and equitable treatment of victims and offenders.
- Promoting safe road-user behaviour.

Victoria Police recruit graduates into a variety of roles no matter your discipline, with over 3,000 Victorian Public Service employees there is a role to suit you.

Further information on Victoria Police can be found on our website: www.police.vic.gov.au

Environment Protection Authority Victoria (EPA)



Our vision

A healthy environment that supports a liveable and prosperous Victoria now and always.

Our purpose

We protect the environment and people by preventing and reducing harm from pollution and waste.

Our role

We are a world-class regulator of pollution and waste.

Our Work

The diversity of roles and responsibilities at EPA gives you the opportunity to be involved in major activities across a wide range of functions, including technical, operational, executive, and work integrated learning. EPA serves Victorians from its offices in Carlton, Melbourne CBD, Dandenong, Traralgon, Wangaratta, Bendigo, Geelong and the Centre for Applied Sciences in Macedon.

Our main Directorates include:

- Executive Services
- Board Secretary & Corporate Services
- Strategy, People & Performance
- Applied Sciences
- Regional Services
- Practice & Assurance
- Assessments



Make a Difference

EPA's organisational strategy, *Our environment, Our health*, lays the foundations for becoming a world-class regulator that prevents and reduces harm from pollution and waste. EPA focuses on several complex pollution and waste issues in addition to our broad regulatory activities. These issues pose a potential threat to our environment and human health and have been identified by EPA as needing targeted effort.

Working together at locations around Victoria, EPA's team of more than 600 passionate, professional, confident and committed people are all ambassadors for our values – excellence, partnership and accountability. At EPA we provide flexibility, opportunity, personal and professional development, and encouragement to support your enthusiasm, performance and achievements. Supporting our people is the key to our success.

Who We Are Looking For

Not only are we looking for candidates with the right mix of skills, experience, and qualifications, but we also want to find people who are committed to upholding the department's values and behaviours – serve the community, work together, act with integrity, respect other people and make it happen.

EPA Victoria is committed to supporting employees through flexible work arrangements and encouraging work/life balance. We are dedicated to maintaining a safe and inclusive work environment where all employees are respected, valued and supported. We proactively seek to employ a diverse workforce to leverage the varied ideas of all employees, that drive innovation and success in everything we do. We embrace people and welcome applications from all cultural backgrounds, including Aboriginal and Torres Strait Islander people, serving or past members of the Australian Defence Force, as well as people with a disability.

At EPA you can make a real difference - to your career, to your work-life balance, to your future and, most importantly, to our environment