

# 2022-23 Indigenous Australian Government Development Program (IAGDP)

## Position Description

Position Detail	
<b>Classification</b>	APS Level 3
<b>Employment Status</b>	<input type="checkbox"/> Non-Ongoing <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time
<b>Agency</b>	Various
<b>Location</b>	Various
<b>Security Assessment</b>	<input checked="" type="checkbox"/> Baseline <input checked="" type="checkbox"/> NV1 <input checked="" type="checkbox"/> NV2 <input type="checkbox"/> PV Successful candidates will have the ability to obtain and maintain the nominated security clearance. Each participating agency may have a different security clearance requirement and those details can be found in the IAGDP Candidate Briefing Pack.
<b>Contact Officer</b>	Scaleup by Hudson <a href="mailto:DESErecruitment@hudson.com">DESErecruitment@hudson.com</a> (02) 5111 1211
<b>Applications Close</b>	<b>11:30 pm (AEST) on Friday 29 April 2022</b>

### Position Summary

The Indigenous Australian Government Development Program (IAGDP) is looking to engage Aboriginal and Torres Strait Islander peoples who are keen to make a difference to their communities and contribute their unique life experiences and perspectives to the Australian Public Service (APS).

This entry-level program is open to all Aboriginal and Torres Strait Islander peoples with an interest in working for the APS. The 12-month program will offer participants learning and development opportunities, and the opportunity to expand their personal and professional capabilities, while building confidence in their careers within the APS.

Work across the various agencies could involve answering enquiries from the public, records management, data entry, IT, data, human resources management, communications, project management, contract

management, procurement, and other general administrative, clerical, operational or systems support. Each Agency has a different area of responsibility so 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.

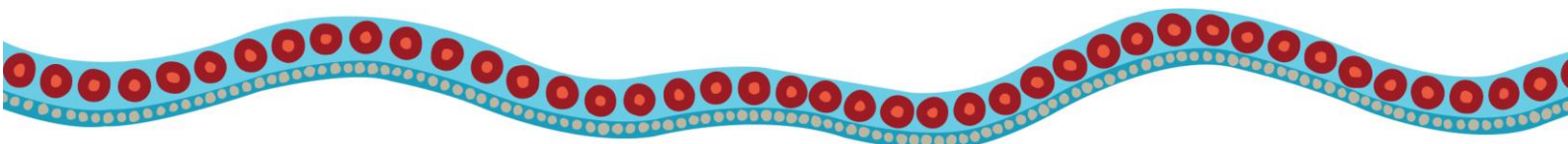
### **Qualifications and Education**

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

### **Capabilities**

We're looking for Aboriginal and Torres Strait Islander peoples who are keen to make a difference and contribute their unique life experiences, perspectives, and capability to the APS. We want to hear from 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

### Affirmative Measure

The filing of this employment opportunity is intended to constitute a special measure under section 9(1) of the *Racial Discrimination Act 1975*. This means that, in accordance with Clause 26 of the Australian Public Commissioners Directions 2016, participation in the program is restricted to Australian Aboriginal and Torres Strait Islander peoples.

### 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**
- **Confirmation of Heritage** (We understand that the process to obtain 'a letter of confirmation' of your Aboriginal and/or Torres Strait Islander heritage, is complex and lengthy, and that you may not receive this confirmation prior to the closing date for applications for the IAGDP. We can accept Proof of Heritage documentation at a later stage in the selection process, if your application is successful progressing to the next stage. Information on how to obtain confirmation of heritage, can be found at <https://aiatsis.gov.au/proof-aboriginality>.)

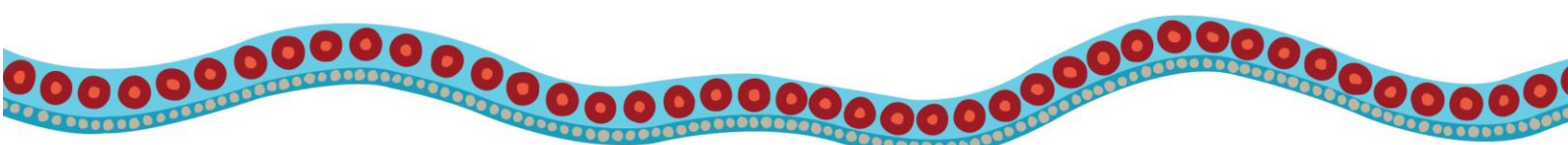
For additional information about working at the agencies participating in the Program, please refer to the **IAGDP Candidate Briefing Pack**.

### 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, details on which agencies required security clearances, and to what level, are outlined in the Candidate Briefing Pack. The successful candidate will have the ability to obtain and maintain a Baseline, Negative Vetting 1 or Negative Vetting 2 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 Department 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>

