

## Parliament of Australia Graduate Program (HR Stream)

### 6-month secondment opportunity

Job reference: 2024\_03

VACANCY DETAILS	
Classification	APS 4, APS 5 and APS 6
Location	Canberra
Security clearance	<i>The successful candidate must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.</i>
Contact officer	Nic Mitchell, 02 6277 9808
Vacancy closing	Sunday, 8 December 2024 at 11:55PM AEDT

The 2025 Parliament of Australia Graduate Program (HR Stream) offers high performing and committed graduates a 6-month secondment opportunity to work with the Parliamentary Workplace Support Service (PWSS) to develop skills in the human resource field of practice while expanding their knowledge of the Australian Parliament and contributing to its operations.

### About the Parliamentary Workplace Support Service

The PWSS are trusted advisors providing independent, confidential and trauma aware human resource advice to create and maintain safe, respectful, and inclusive workplaces. The establishment of the PWSS is in response to the *Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces*.

The PWSS provides a broad range of human resource advice and assistance to parliamentarians and their staff including:

- employment life cycle matters such as job design, recruitment, probation, performance management, office structure and termination
- education, training and professional development, and
- work health and safety policy, compliance and incident management.

## Placement opportunities

Successful candidates will, where possible, be placed in areas that complement the graduate's work experience in their home departments or agencies, while meeting operational demands of the PWSS. Placements may involve:

- providing support to external clients to manage employment matters across the employee life cycle
- embedding an understanding of employment principles when responding to queries
- collaborating across sections to achieve positive outcomes for clients
- coordinating teams to respond strategically to new situations.

## Eligibility

Applications are subject to a merit-based selection process. As a minimum requirement applicants must:

- be participating in, been accepted into, or have recently completed, a graduate program with an Australian government department or agency within the last five years
- hold, as a minimum, a bachelor's degree from an Australian university or a degree recognised by the National Office of Overseas Skills Recognition as equivalent
- be an Australian citizen
- hold, or be in the process of obtaining, a baseline security clearance

To be successful in obtaining a secondment opportunity with the PWSS, applicants will need to possess the following:

- an appropriate academic degree
- proven high-level analytical, research and evaluation skills
- demonstrated excellent written and oral communication skills
- a proven ability to contribute ideas and demonstrate initiative and flexibility
- a proven ability to organise, schedule, prioritise and complete assigned tasks
- an interest in developing robust human resource management skills

Please note: The endorsement of the home department or agency must be confirmed through the application process. Applications without this confirmation will not be considered.

## Salary and conditions

Salary and employment conditions will continue to be administered by the candidate's home department or agency.

## How to apply

Applications for placements in 2025 will close on Sunday 8 December 2024.

To submit your application for a placement, please submit a 1-page pitch and your CV via the PWSS [Careers page](#).