



Role description

Position title: Graduate Policy Officer (x 4)

Type of vacancy: Permanent Full Time

Division/Business group: Agriculture and Forestry, Department of Agriculture, Fisheries and Forestry

Classification: AO3 (Multiple Positions)

Location: Brisbane CBD, Toowoomba, Townsville or Rockhampton

Job Ad References (JAR):

Brisbane CBD, JAR: QLD/95054

Toowoomba, JAR: QLD/95055

Townsville, JAR: QLD/95056

Rockhampton, JAR: QLD/95057

Closing date: 29 September 2013

Contact officer: Michael Besgrove (07) 3239 0868

Salary range: \$52,132 to \$58,132

The Graduate Policy Officer role is suitable for graduates with a university qualification in a range of disciplines including business, economics, law, agricultural sciences, environmental sciences and regional and town planning.

About the department

The Department of Agriculture, Fisheries and Forestry (DAFF) vision is for efficient, innovative, resilient and profitable agriculture, fisheries and forestry industries for Queensland that thrive for the long term. The department contributes to the government's objective of growing a four-pillar economy and aims to double Queensland's agricultural production by 2040.

DAFF employs about 2000 people across Queensland in areas including policy development, leading-edge science, Biosecurity, fisheries and forestry management, trade and export.

The Agriculture and Forestry group works with industry associations, all levels of government and other stakeholders to provide the operating conditions and services that enable businesses to develop the workforce, skills and practices needed to improve productivity; manage risks and build resilience; and maintain supplies of state-owned forest products and quarry materials to relevant industries.

More information can be found at www.daff.qld.gov.au

About this role

This position offers a unique opportunity to work within Agriculture and Forestry. The successful candidate will be involved in a range of activities including policy development, evaluation, research and analysis, and/or extension activities to drive the growth of Queensland's agriculture and forestry sectors. The working environment is fast-paced, varied and dynamic. The Graduate Policy Officer contributes to the smooth operation of the business group by providing policy and research support to senior members of the group.

As a Graduate Policy Officer, you will be provided with the opportunity to develop and build on your graduate skills by working on a range of projects and attending professional training courses. You will form relationships and networks with other DAFF staff and graduates, and be provided with job rotation opportunities for work experience and development.

The Agriculture and Forestry group operates in a range of locations across Queensland. Pending operational requirements and the preference of successful Graduate Policy Officer(s), these positions could be offered in our Brisbane CBD, Toowoomba, Townsville or Rockhampton offices.

The Agriculture and Forestry group undertakes a broad range of functions and is therefore looking for graduates with a tertiary qualification in a range of disciplines including, but not limited to, business, economics, law, agricultural sciences, environmental sciences and regional and town planning.

You will be responsible for:

- Supporting the development and provision of advice on agriculture industry development-related issues, including those affecting efficiency, innovations, resilience and profitability of the sector.
- Providing support on the development of ministerial and departmental correspondence, briefing notes and policy or issues papers as required.
- Participating as a member of the Agriculture and Forestry group.

Skills, knowledge and experience sought

Within the context of the duties described above, the ideal applicant is someone who has the ability to:

- analyse issues affecting efficiency, innovation, resilience and profitability of the agriculture and forestry industries (Functional/Technical Skills)
- communicate effectively both orally and in writing, and can demonstrate good interpersonal skills (Written Communication/Interpersonal savvy)
- quickly understand the protocols of Government, and of policy development and implementation (Technical Learning)
- manage workflows and competing deadlines (Organising/Priority Setting)
- quickly understand current issues and impacts relating to agriculture and forestry industry development (Customer Focus)

The Greater Graduate Program

The Greater Graduate Program enables you to further develop your university learning with exposure to real, relevant, practical work that will enrich your experience with us. Our program will offer you:

- a structured 12-month training and development program
- a supportive environment to develop your skills and knowledge
- regular performance and development planning
- professional networking opportunities and membership with the graduate alumni
- an assigned buddy to help you transition from study to corporate life
- opportunities to work with cutting-edge science and technology
- flexible working conditions that suit your lifestyle.

The development program commences in February 2014. Successful graduates are therefore required to commence employment with the department no later than January 2014.

Mandatory requirements

Qualifications

You must have a tertiary qualification. We are interested in graduates from a wide range of disciplines relevant to our work including, but not limited to, business, economics, law, agricultural sciences, environmental sciences and regional and town planning. To be eligible for this graduate role you must have completed your university degree since December 2011.

If your qualification is from an overseas institution, you will need to attach a certified copy of the official recognition to your application. Email skillsrecognition@dete.qld.gov.au for more information about obtaining official recognition of your overseas qualification.

Licences

You must have an unrestricted c-class manual or automatic licence or be willing to obtain a manual or automatic licence at your expense.

Citizenship/visa

See 'eligibility' criteria on the [Greater Graduate Program web page](#).

Additional factors

Your application will remain current for up to 12 months and you may be contacted regarding other vacancies.

DAFF is an equal opportunity employer. We support and recognise the value of a diverse workforce and encourage applicants in all areas of our culturally diverse society to consider a career with us.

How you will be assessed

To apply for this role, you will need to submit the following:

- Your current resume including your preferred location and two referees*
- A copy of your most recent academic script
- A description of two activities that you have been involved with that can demonstrate to us that you possess the key capabilities mentioned above. Your response must be no longer than two pages.

Please refer to the Greater Graduate Program Applicant Guide for tips on how to apply.

Please place the relevant Job Ad Reference for your preferred location(s) at the top of the page to ensure your application is in the correct job pool:

The selection panel will assess your ability to perform the work required of the position based on your responses, academic transcript, resume and other selection processes which may include an interview.

*Referees may be contacted to verify the information you provide and to comment on how well you demonstrate the personal attributes being sought.

The application process

Online—please refer to the steps below:

1. Complete the online application form on the graduate portal: www.graduates.qld.gov.au
2. Upload your application (a maximum of three (3) files) using the online system.
3. Provide a two-page response to the questions listed under “How you will be assessed”.
4. Suitable applicants will be contacted for a phone interview and/or formal panel interview to complete the process.