



Australian Government  
Attorney-General's Department

AGD GRADUATE PROGRAM

We're preparing for  
the future - are you  
part of the picture?



## Vacancy Information Kit

Position Details	
Reference number	2020 Graduate Program
Type	Ongoing
Classification	Graduate APS
Job Title	Graduate
Location	Canberra
Security Clearance	Negative Vetting 1
Closing date	Friday 26 April 2019 11:55pm AEST

## About us

---

The Attorney-General's Department supports the Attorney-General in achieving a just and secure society through the maintenance and improvement of Australia's law, justice, security and integrity frameworks.

The department's key strategic priorities are to:

- support the Attorney-General as First Law Officer, including by providing high-quality legal services to the Commonwealth
- promote public sector integrity and strong oversight of Commonwealth law enforcement agencies
- support a safe and secure Australia by delivering effective national security and criminal justice legislation
- maintain an efficient and effective civil and criminal Commonwealth justice system, and work with international partners to strengthen cooperation and advance law and justice issues
- enable a free society with balanced rights, freedoms and responsibilities.

The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practising lawyers, mainly within the Australian Government Solicitor group within the department.

Our future success is dependent on a workforce that is agile, diverse, outward looking, engages more effectively with risk, and responds flexibly to our changing environment.

Central to the department meeting its strategic priorities and objectives is a capable, engaged and flexible workforce which can perform and excel in a complex and changing environment. By investing in the development of our people, we aim to improve our productivity and enhance our ability to deliver high quality advice and outcomes.

We strongly encourage and support people from culturally diverse backgrounds. Indigenous Australians and people with disability are encouraged to apply. We are committed to creating an environment that values and draws on the contribution and experience of people from different backgrounds.

This recruitment process will be used to fill:	
<b>Job title</b>	Graduate
<b>Classification</b>	Graduate APS
<b>Location</b>	Canberra

The recruitment process will also create a merit pool for future similar vacancies in the:
Attorney-General's Department

Non-ongoing position(s) may be offered for a specified term of up to 18 months.

## Becoming a Graduate

---

As a graduate in the 2020 Attorney-General's Department (AGD) Graduate Program, you will experience a range of exciting opportunities to help develop your career in one of our two streams – policy and legal practice (Australian Government Solicitor). You will contribute to a just and secure society for today and future Australians.

As a graduate you will work on a variety of important policy issues and legal matters, often in unique and precedent-setting work of importance to Australia. You will interact with real clients, the Australian community, key stakeholders and other government jurisdictions to help achieve the Australian Government's policy and legal objectives.

As a 2020 graduate you will:

- undertake an orientation program that introduces you to the department and the Australian Public Service
- participate in a development program to build your skills and experience
- experience a number of rotations to learn more about us and our work
- have a positive support network of supervisors, buddies, mentors and senior leaders
- contribute to our positive and inclusive workplace culture through fundraising activities and events
- have access to further study, which may include the opportunity to complete your practical legal training leading to your admission (a requirement for the legal practice stream)
- gain a permanent placement on successful completion of the graduate program.

Your skills, personal qualities, knowledge and experience will make you well suited to a diverse range of roles and support you in establishing a long-term career path contributing to the lives of everyday Australians. Through the program you will make lifelong networks and work in an environment where people are valued and inspired, encouraged and empowered to achieve quality outcomes.

The department is committed to being a flexible and inclusive workplace, where all staff enjoy the opportunity to achieve their potential – we value the diverse backgrounds, experience, views and capabilities that every individual brings to the department.

## Policy graduates

---

Policy graduates can expect to work on a variety of thought-provoking and challenging work, such as improving the family law system's response to domestic violence, working to better protect children or older Australians from abuse and collaborating with the private sector, states and territories and international partners to improve community safety and national security.

Policy graduates will be strongly supported through mentoring, buddies and coaching opportunities. You will take part in learning and development activities, including a major project, where you will have an opportunity to present to senior leadership. You will also contribute to a range of cultural and social activities, including a high profile speaker series and fundraising initiatives.

Policy graduates will participate in three rotations across the department, working on policy and programs in areas that may include:

- civil justice
- family law and legal assistance
- criminal justice
- law enforcement
- crime prevention
- national and protective security
- international law
- human rights
- native title
- constitutional law
- protective security and integrity.

Policy graduates may also have the opportunity to rotate through the department's corporate areas including human resources, strategy and governance and finance.

Your role may include:

- contributing to the development and implementation of legislation, policies or programs
- undertaking analysis, research and critical thinking
- preparing written briefs, submissions, reports and ministerial correspondence
- managing events including ministerial and council meetings.

We invite applications from graduates of all university disciplines including arts, business, commerce, communications, economics, humanities, international studies, law, management, cyber and new technology and science. We are looking for graduates who have achieved a strong academic result at university.

## Legal practice graduates

---

AGS is one of Australia's largest national legal services providers, with offices in every capital city and approximately 350 lawyers covering some 40 areas of law related to government. AGS is structured into three practices, which work together on complex matters that require expertise across several areas of law:

- AGS Commercial (corporate and commercial law)
- AGS Dispute Resolution (dispute resolution and litigation)
- The Office of General Counsel (OGC) (government and administrative law).

As a graduate in the legal practice stream, you will have the opportunity to work in AGS, one of the four groups of the department, with some of Australia's foremost legal minds on matters of national significance. We assist the Attorney-General in the role of First Law Officer and we advise the Executive Government and all Commonwealth agencies. Our long experience in working with government agencies means we understand the Government's legislative and regulatory frameworks, policy objectives and key programs. We work with client agencies to deliver outcomes and minimise legal risk by providing high-quality advice and representation and timely, reliable service. We have the expertise, the corporate memory and the resources to do this in a way no other legal practice can.

As a graduate in the legal stream, you will have the chance to demonstrate and strengthen your skills through a number of practice rotations and a client placement. You will receive extensive support from supervisors as well as access to learning and development activities, including the opportunity to complete your practical legal training.

We offer our graduates exciting career opportunities by providing:

- varied and stimulating work with the opportunity to work on high-profile matters in different practice areas
- work with clients from the very start of your career, including a client placement
- access to some of the foremost legal minds in the country
- supportive colleagues and excellent working conditions
- work, life balance and life style
- tailored development that will hone your legal, client, people and business skills.

The legal practice stream is open to graduates who have completed (or will complete) a Bachelor of Laws or a Juris Doctor within the four years preceding the 2020 graduate program (between December 2015 and December 2019), and is:

- eligible to enrol in a practical legal training course that leads to admission in Australia;
- eligible for admission in Australia; or
- admitted to practice in Australia.

## Who are we looking for?

---

We seek applicants who bring ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. You will apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

We are seeking enthusiastic and motivated graduates who demonstrate sound judgement, a high level of flexibility and resilience, are results-orientated, and who can think creatively to find solutions that work. In return, the department will support your skill development and experiences to become a well-rounded policy or program officer or a legal professional with sound skills, knowledge and experience in an area of law.

We are looking for engaged and highly capable graduates who:

- have strong academic results
- think critically and are curious
- respond positively to change and feedback, demonstrating flexibility and resilience
- build relationships with clients, stakeholders and peers
- research to find solutions to challenges and apply creativity
- apply sound judgment
- communicate and engage professionally with people.

## Our selection process

AGD uses a range of assessment options and processes to assist us in selecting suitably qualified and experienced applicants.



1.	<b>Submit Application</b>	Complete and submit your resume, transcript, referees and response to the selection question (max. 750 words).  Once you submit your application – you will receive an email with a link to complete a short online questionnaire within 48 hours.
2.	<b>Online profile</b>	Applicants progressing to stage two will be invited to complete an online profile.
3.	<b>Video Interview</b>	Shortlisted applicants moving to stage three will be invited to complete a video interview. Your video interview and application will be assessed in this stage.
4.	<b>Assessment Centres</b>	Assessment centres will be held in Canberra between <b>Monday 17 June 2019 and Friday 5 July 2019</b> . Applicants invited to the assessment centre will need to be available to travel to Canberra during the advertised dates.
5.	<b>Referees</b>	Referee checks may be conducted for further assessment of suitability.
6.	<b>Offers</b>	Offers will be made once all assessment is complete. A merit pool will be created and vacancies will be filled from the merit pool as they arise. All applicants will be notified of the process outcomes.

## Are you eligible to apply?

To be eligible for the 2020 Graduate Program, you must:

- be an Australian citizen.
- have completed your relevant degree no more than four years before the program commences (on or

after December 2015) or be completing your degree by December 2019

- to be eligible for the policy stream, you must have completed (or will complete by December 2019) a minimum qualification equivalent to a three year Australian undergraduate degree
- to be eligible for the legal practice stream, you must have completed (or will complete by December 2019) a Bachelor of Laws or Juris Doctor and be eligible to enrol in a practical legal training course that leads to admission in Australia, be eligible to be admitted in Australia, or be admitted to practice in Australia

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance by the Australian Government Security Vetting Agency at a specified clearance level. Successful applicants must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS are subject to a probationary period.

All graduate positions are based in Canberra which may require you to relocate. There may be a limited number of legal practice graduate positions available in the Sydney and Melbourne offices. Financial assistance may be offered where graduates are relocating from their home state.

## How to apply

---

Applications must be completed using the online recruitment system. If you are experiencing difficulties lodging your application, please contact our Recruitment Team by email [HR.Assist@ag.gov.au](mailto:HR.Assist@ag.gov.au) or phone (02) 6141 6111.

**Applications open at 9.00am (AEST) on Thursday 21 March 2019.**

**Applications close at 11:55pm (AEST) on Friday 26 April 2019.**

As part of your application you will need to provide:

- your current résumé
- a response to the questions in the application form (max. 750 words)
- your current transcript

## STAGE ONE: APPLICATION

---

- Applicants with a Bachelor of Laws or Juris Doctor are able to apply for both streams. When you are completing the application, please ensure you select the stream/s for which you are applying.
- Make sure that you read the application form carefully and answer all the questions. Please note that you are required to sign a declaration that the information you have provided is truthful, complete and accurate.
- Your written application should be succinct and showcase your skills, personal qualities, knowledge, and experience. We are interested to understand how your personal attributes can add value to the graduate program and, more broadly, the department.
- The AGD Performance Expectations outline the capability needs of AGD employees to enable the department to achieve its outcomes in an increasingly complex and changing environment. The performance expectations guide consistent performance across AGD at each classification, regardless of the nature of an employees work. It is recommended you review [AGD Performance Expectations](#) prior to completing your application.
- It is important that you provide information about your relevant degree/s. If you are applying for the legal practice stream (AGS), we are interested in your LLB or Juris Doctor. You may include details of any postgraduate qualification if you wish to.
- If you are applying for the policy stream and have completed postgraduate qualifications, we also need to see evidence of your undergraduate degree.
- If you have any subjects credited from other institutions (including international universities), please include these details in your application. Overseas qualifications will need to be recognised by relevant Australian standards. More information can be found on the Department of Education and Training website(<https://www.education.gov.au/international-students/get-your-overseas-qualification-or-skills-recognised-australia>)

### Preparing your written response:

- Prepare your response in a word document before you copy and paste into your online application. This will help to avoid any technical issues and any unsaved work being lost if the system times out.
- Be aware of the question/s that have been asked and think carefully about how you will respond. Make sure you do your research so you can answer to the best of your ability.
- Proofread your response to check that it reads well. It's a good idea to get someone to look over your application to check for spelling or grammatical errors.
- Provide honest and accurate information as your responses will be confirmed in other stages of the selection process.
- Don't leave your application to the last minute.

### Preparing your resume

You will need to attach your resume to your application. We have a preferred method for the structure of your resume - your resume must follow the format below:

- Your resume should be concise and no more than two pages.
- Use Arial size 11 font.
- Keep sections uniform, using a standard approach. Use bullet points where appropriate.

- The first item on your resume should be your personal details including your name, home address, contact telephone number/s and an email address.
- Do not include personal information such as marital status, age, height, or a photograph
- The second item on your resume should be your qualifications and educational history, including your current degree (university and dates) as well as any other degrees (university and dates) as well as any professional qualifications.
- List any paid employment, in reverse chronological order, that is, start with your current or most recent employment first.
- List any unpaid employment (such as internships, work experience, pro bono work, etc.), in reverse chronological order.
- List any volunteer work, in reverse chronological order.
- List any co-curricular activities, such as student positions, sporting clubs, debating, political affiliations, etc.
- Nominate two referees – one should be your current (or most recent) supervisor; provide their name, position and organisation, phone and email.
- Your resume should be free from spelling or grammatical errors, be accurate and complete. Proof read your resume.

## STAGE TWO: ONLINE PROFILE

---

Candidates who progress to stage two will be required to complete an online profile, a short online exercise to help us gain further insights into your work style. An email will be sent to you containing a link to complete this assessment.

Candidates who are shortlisted will be asked to complete the online activity between **Wednesday 1 and Tuesday 7 May 2019**.

Please note candidates will not be granted extensions to complete this assessment.

Candidates who are successful in stage two will be notified via email and progressed to the next stage. Unsuccessful candidates will also be notified via email.

## STAGE THREE: VIDEO INTERVIEWS

---

Candidates who are shortlisted to stage three will be invited to complete a video interview.

Your video interview will provide you the opportunity to showcase your qualities, experience and personal attributes. We want to know more about you and what you can bring to the department.

If you are shortlisted, an email will be sent to you containing important information including a link to our video interview portal. We encourage you to read all information thoroughly including the top tips for conducting video interviews and if you have any questions, contact us as soon as possible (for details see Contact Us).

To complete the video interview you will require basic internet access - no special software is needed. You will need a standard PC/laptop with web camera and microphone.

Please note candidates will not be granted extensions to complete video interviews.

Candidates who are successful will be notified via email and progressed to the next stage. Unsuccessful candidates will also be notified via email.

## STAGE FOUR: ASSESSMENT CENTRES

---

Candidates who are shortlisted will be invited to attend an assessment centre in Canberra. This is another way for you to demonstrate your skills, experience and attributes.

Shortlisted candidates will receive an email with information including travel requirements (if applicable) and how to prepare for the day. We encourage you to read all the information thoroughly and if you have any questions to contact us as soon as possible.

Candidates will need to be available to attend the assessment centre in person. Assessment centres will be in Canberra between **Monday 17 June and Friday 5 July 2019**. Specific dates in this period may be allocated for each stream. Unfortunately, we cannot make alternative arrangements for applicants who are unable to attend one of the scheduled assessment centres.

Each assessment centre runs for approximately half a day. Assessments conducted during the session may include an individual interview, a group activity and a written exercise. You will also get the opportunity to engage with previous graduates and other staff from the department.

Candidates not invited to our assessment centres will be notified via email.

## STAGE FIVE: FORMAL OFFERS

---

Candidates who are found suitable following the assessment centre will be notified via email.

Candidates who are offered a position on the 2020 Graduate Program will commence the required security clearance process and liaise with the Employment Programs Team regarding their relocation to Canberra (if applicable).

Candidates who are found unsuitable will be notified via email.

We expect to notify candidates of the outcome of the process in the first week of August 2019.

All candidates who attended the assessment centre can request a feedback report once the recruitment process has been completed.

## RecruitAbility scheme

---

The **RecruitAbility** scheme applies to the graduate program. The Attorney-General's Department is committed to supporting the employment and career development of people with disability.

Our participation in the APS RecruitAbility scheme means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the scheme and meet the minimum requirements.

For more information on the RecruitAbility scheme please follow this link: <http://www.apsc.gov.au/publications-and-media/recruitability-applicants-guide>



## How we will communicate with you

---

All advice and communication will be sent to applicants via email. Please ensure the email address you register with is correct as this will be used for the entirety of your application history. If you change your email address, please notify us immediately.

Please note – some government firewalls and virus protection software do not allow bulk emails to be received. We strongly recommend when registering that you use a personal email address rather than your work email address.

***The recruitment process will not be modified to accommodate non-receipt of emails.***

## CONTACT US

If you have any questions about the recruitment process, please contact us:



Email: [employmentprograms@ag.gov.au](mailto:employmentprograms@ag.gov.au)

---



Phone : (02) 6141 6111 (option #2)

Between 8.30am and 5pm (AEST) Monday to Friday

---



Like us on Facebook to receive regular news and keep up to date with the process.

<https://www.facebook.com/AGDgrads/>

---

We will be keeping you up to date through regular Facebook posts and direct email. Please ensure that your email remains current with us throughout the process and 'LIKE' us on Facebook.