Public Service Jobs

Graduate Recruitment Programs
Have you considered a career in Federal, State or Local Government?
Graduates from all disciplines are employed in the public service in a wide variety of roles.

The following information will be useful when considering public sector Graduate Recruitment Program roles or a public sector role independent of a Graduate Recruitment Program e.g. an entry level position in the Australian Public Service (usually Australian Public Service level 3 or 4).

For information on the difference between a Graduate Recruitment Program and a regular entry-level job after you’ve completed your course, see the detailed handout on the Graduate Recruitment page of the Careers Centre’s website.

Public service employers on campus
Early each year the Careers Centre hosts a number of Public Sector organisations on campus.

The Public Service Careers Fair brings representatives from Federal Government departments onto campus to promote their graduate recruitment programs. This is your opportunity to explore the options open to you and learn more about the type of work undertaken by graduates in a range of government departments.

In addition, many Public Sector organisations will address students at an Employer Presentation on campus. Attend the sessions of interest to you. It’s a great idea to do some research about the organisation before the session so that you can make the most of the event and ask questions which may help you to determine your preferred organisation.

For more information on the Public Service Careers Fair and Employer Presentation sessions, visit the Student Events and Workshops page of the Careers Centre’s website.

Refer to the handout Making the Most of Careers Fairs on the Careers Centre’s website.

Australian Government links
Australian Government website by portfolio and A-Z list by Department:
Australian Public Service Jobs website:
Australian Government Job Search website:
Australian Public Service Commission website has excellent information on applying for jobs in the public sector:

New South Wales Government links
Information and links to NSW Government recruitment:
NSW Department of Premier and Cabinet website:

Local Government links
For graduate recruitment programs:
http://www.chandlermacleod.com/lggradnsw/
For local government council jobs in Australia and New Zealand (many graduate roles are advertised on this job board):
http://www.counciljobs.com/
Local Government Jobs Board:
www.lgjobs.com.au

Note: It’s important to access the specific government department or agency’s website to determine requirements, opening and closing dates, location, application forms and procedures.
Applying for public service jobs

Location of government jobs

- Federal, State and Local Government jobs are usually advertised in the press and on the website of the specific agency.
- Most, but not all, Federal Government jobs are located in Canberra.
- New South Wales Government jobs are located throughout New South Wales, not just in the Central Business District of Sydney.

Eligibility for employment

- To save time and energy, check the advertisement for any conditions or exclusions before you apply. For example, is Australian citizenship or permanent residency a requirement of that department or that job? Does the position have an anti-discrimination exemption to limit applicants to a particular group of people?

Application forms

Many government organisations require applicants to complete online applications. Information on online applications can be found in the detailed handout on Job Applications on the Careers Centre’s website.

Getting all the information

- Advertisements for public service jobs contain brief information about the position’s location, responsibilities, level/grade and associated salary. The designated level or grade takes into account the role’s degree of responsibility and complexity.
- You’ll find a reference number for the position in the job advertisement and this must be quoted in all correspondence relating to the position. The advertisement will indicate a closing date for applications. Make sure you give yourself plenty of time to prepare and send your application so that it’s received by the closing date.
- Ensure that you download any available position information package about the position vacant from the department’s website. The information package includes a statement of duties for the position and general information about the department.
- Advertisements for public sector positions generally include a contact officer and number. It’s important to ring the contact officer to ask for any additional information that can be provided in relation to the vacancy, the department or division, and the program area where the vacancy is located. If you require clarification after reading the material you have downloaded, speak to the contact officer.

Selection Criteria

Applicants for positions in the Local, State or Federal Public Service are usually asked to 'address the selection criteria'. This is an extremely important aspect of the application process. Applications which do not address the selection criteria will generally not be considered.

The essential and desirable criteria are usually stated clearly in both the advertisement and in the information package.

- ‘Essential Criteria’ refers to skills, qualifications, experience and/or knowledge that are absolutely required in order to successfully fulfill the role. If applying for a public service role you need to ensure that you possess ALL of the Essential Criteria.
- ‘Desirable Criteria’ refers to skills, abilities, qualifications and/or experience that would assist you in fulfilling the role, but are not absolutely imperative.

For further information refer to the detailed handout How to Address Selection Criteria on the Careers Centre’s website.

Interviews

Interviews for nearly all Public Service jobs will involve a panel. For further information on panel interviews please see the handout Interview Preparation and Practice on the Careers Centre’s website.