



Australian Government  
Digital Transformation Agency



# Graduate Program

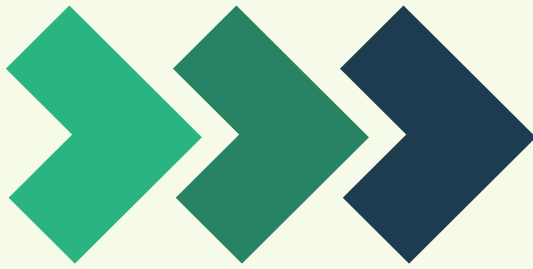
2025

dta<sup>1</sup>

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Cover image: DTA 2024 Graduates - left to right: Michelle Chand, Tori Lee and Abir Hassan



## Apply for the 2025 DTA Graduate Program

The Digital Transformation Agency (DTA) Graduate program gives you the chance to do meaningful work to improve the lives of every Australian. Develop your skills in a supportive and inclusive environment and help us shape Australia's digital future.

If you recently graduated from university or will graduate in 2024, we'd love to hear from you.

### Opportunity type and location

- **Classification:** APS3
- **Starting salary:** \$66,853
- **Salary on completion:** \$74,932
- **Applications close:** Sunday 7 April, 2024 AEDT 11:59pm.
- **Location:** Canberra, ACT
- **Contact Officer:** Elise Wyres at [culture@dta.gov.au](mailto:culture@dta.gov.au) or on 0419 405 488

## Who we are

At the DTA, we offer interesting and challenging work at the forefront of the government's digital policy agenda. We lead the development, delivery and monitoring of whole-of-government digital strategies, policies and standards. We are the government's chief digital advisor, providing strategic and policy leadership on information and communications technology (ICT) investments and digital service delivery.

## The important stuff

As a graduate, you will be a part of a professional and progressive organisation, doing meaningful and challenging work to drive digital transformation. You'll get support to develop your skills, knowledge and networks to make a real impact and be part of a community that supports employees to reach their full potential.

We are committed to diversity and inclusion and encourage applications from Aboriginal and Torres Strait Islander peoples, people with disability and people from diverse backgrounds.

We are looking for motivated graduates who are:

- passionate about making a difference to the Australian Community, with an interest in digital and policy
- have a positive attitude, desire to learn and a growth mindset
- collaborative, innovative, ambitious, and adaptable
- located in or willing to relocate to Canberra for the duration of the program.



In my time as a graduate, I've worked on the launch of the Australian Government Architecture website and various assurance reports for Cabinet and Ministers. Everyone I've worked with has been encouraging and supportive and I find the work we do meaningful.

**Michaela Wong,**  
DTA Graduate

# About the program

The 2025 DTA Graduate Program is a 10-month development program that gives you the opportunity to learn, grow and start your career in government.

## As a graduate, you'll get:

- 2 work placements and the opportunity to explore your interests
- exposure to a range of work to build your strengths, skills and capabilities
- an inclusive and welcoming workplace where everyone is valued and supported
- a generous and attractive starting salary of \$66,853 per annum, which will increase to \$74,932 per annum on successful completion of the 10-month program
- 15.4% superannuation on top of your salary
- flexible and hybrid working arrangements, such as working from home arrangements, condensed fortnights, part-time work and more
- generous leave entitlements to help you achieve life balance, including 4 weeks annual leave per year and 18 days personal leave per year
- enrolment in the Australian Public Service Commission Graduate Development Program to build foundational skills, mindsets and networks to make a significant contribution to the Australian Public Service
- a permanent job on successful completion of the 10-month program
- a range of supportive mentoring and networking opportunities and events.



# Eligibility

You can apply if you:

- are an Australian citizen
- have or are willing to obtain a Baseline Security Clearance (or ability to obtain and maintain)
- are willing to take part in pre-employment screening, including an Australian Police check
- have completed an Australian Qualifications Framework Level 7 qualification (a bachelor's degree) or higher equivalent by 31 December 2024
- have completed your most recent degree between 1 January 2020 and 31 December 2024.

# Support

To make sure you feel supported and welcome, you'll also have:

- the graduate cohort, an immediate social network
- a buddy, we'll pair you up with a buddy who can offer support and help you build your network
- a graduate coordinator who will help you relocate, they'll organise regular check-ins and be your primary contact and support person
- a mentor who will meet with you monthly, they will help you settle in and provide advice
- your team who will support you in your day-to-day work, you'll have 2 placements throughout the year and 2 different teams to get to know and work with.



## Work placements

Your work placements will be determined based on your individual interests coupled with the current organisational requirements. This will give you a rewarding experience and a deeper understanding of the important work we do across the agency.

Placements vary, you could be:

- helping set the course for Australia's digital future
- launching websites, strategies and resources
- improving processes and tools for capability assessments
- providing assurance on government investments
- preparing minutes, correspondence, presentations, briefing papers, advice to Ministers and Cabinet submissions
- witnessing the lifecycle of government Budget processes
- chairing meetings and acting as a point of contact for external agencies
- contributing to the implementation of whole-of-government digital initiatives
- building your skills and helping our agency reach its strategic goals.



The Digital Transformation Agency's (DTA) Graduate Program provides significant opportunities for new public servants to gain insight into working in government. I consider my placements in the Assurance and Contestability branches to be some of the best opportunities at the DTA, gaining a broader understanding of the Budget process while contributing to DTA's role in advising and overseeing the government's digital investment portfolio.

**Emmanuel Pineda,  
DTA Graduate**

# Get ready to apply

Here is what you can expect from our four-step recruitment process.

If you are a person with disability or need an adjustment to participate in the application or interview process, please let us know.

Application stage	Workplace alignment assessment	Interview	Formal offer
Applicants are required to submit an up-to-date resume and submit a one page pitch	Shortlisted applicants will be invited to complete an online workplace alignment assessment	Successful applicants will attend an interview where they will be asked behavioural and evidence based questions	Successful applicants will be sent a formal offer

## Application

Your online application is an opportunity to demonstrate your skills, experience and interest in government.

To apply, you will need a:

- current resume
- academic transcript
- one-page pitch.

You'll find information about us and our projects on our website, including recent news and blogs which are a great snapshot of what we do.



# Resume

Your resume should be no more than 3 pages. Make sure your resume includes:

- your name and contact details
- your tertiary education, any additional training and any awards you've received
- a summary of your work experience (including casual or voluntary work)
- your career objectives and the skills you are hoping to build
- a summary of your strengths and personal attributes.

# Your academic transcript

If you have completed your university degree, you should attach a copy of your final transcript. If you are due to complete your degree by the end of 2024, provide a copy of your most recent transcript.



**My graduate year at the DTA was beyond what I had expected. The people I worked with were energetic, supportive and wanted to see me succeed. If I could do it again I would.**

I led a 6-month project for our agency, collaborating with the Office of the National Data Commissioner and an external consultancy. We developed a Data Catalogue, Business Glossary, and Data Dictionary for the agency. I appreciated engaging with colleagues across departments and other agencies, and valued the trust and responsibility given by senior leadership. The DTA's smaller size facilitated building connections crucial for post-graduate years.

**Pascale Doughton, DTA Graduate**



# Pitch

This is your opportunity to sell yourself. Compose your pitch in a separate document and check your spelling and grammar before you upload it to the application portal.


Your pitch should:

- be succinct and no longer than one page
- demonstrate how your skills, experience and attributes make you the ideal candidate
- outline how completing the Graduate Program will support your broader career goals and aspirations.

The best way to demonstrate your skills and capabilities in your pitch is to provide examples using the STAR method.

**STAR** stands for:

- **Situation:** open with a brief description of the situation and context of the story (who, what, where, when, how)
- **Task:** explain the task you had to complete highlighting any specific challenges or constraints (for example, deadlines, costs, other issues)
- **Action:** describe the actions that you took to complete the task, these should highlight desirable traits without needing to state them (such as, initiative, leadership, or teamwork)
- **Result:** describe the outcomes your actions achieved (such as, real facts and figures or positive feedback) .



## My graduate experience at the DTA was an invaluable start to my career in the public service.

I was lucky enough to work on some incredibly interesting pieces of work that enabled me to get a comprehensive understanding of the workings of government. The DTA has such a welcoming yet driven workplace culture, with a diverse range program of works and so many exciting initiatives underway. I recommend working at the DTA to those who want be agents of change in government, to be at the forefront of digital transformation is to be at the forefront of innovation and ingenuity in the public service.

The vibe of a small agency lets you get to know everyone really quickly and learn about all that is happening across the agency. Most of all though, the people are amazing to work with and make coming into work every day an absolute pleasure.

**Angus Clark, DTA Graduate**

# Workplace alignment assessment

If you're shortlisted, you'll be invited to complete online assessments to see how your values align with the values of the Australian Public Service and the DTA.

Once we send the link, you'll have one week to complete the assessment. Candidates who make it through this assessment stage will proceed to an interview.

## Interview

The interview assesses your non-technical skills, capabilities and suitability.

At the interview, you will be asked several behavioural based questions.

Behavioural questions allow you to demonstrate how you behaved in a specific personal or work situation.

To prepare for your interview:

- read the [Integrated Leadership System APS3 Profile](#)
- practice answering interview questions in line with the **STAR** method.

We all get nervous but if you've got this far you've already demonstrated your talent and drive. Now just make sure you're prepared and give it your best shot.

## Referees

If your interview goes well, you will be asked to provide the details of 2 people who can provide references.

## Formal offer

If you're found suitable, you will receive a verbal preliminary offer or be placed in a merit pool. If you receive a verbal offer, we'll send a formal letter of offer on acceptance.

# Expected recruitment timeframe

March – April 2024	Application period
April 2024	Shortlisting Workplace Alignment Assessment Shortlisting
May 2024	Interviews
June 2024	Offers

## How to apply

To apply, visit our [jobs portal](#).

Contact Officer:

**Elise Wyres:** [culture@dta.gov.au](mailto:culture@dta.gov.au) or on 0419 405 488

