

A Bright Start to Your Career

Office of Energy  
Graduate Development Program  
2010



Government of Western Australia  
Office of Energy



# Office of Energy Graduate Development Program

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### Starting Your Career with the Office of Energy

The Office of Energy can give you an excellent start to your career through the opportunity to apply the knowledge and skills you have developed in gaining your degree.

Our graduate program will run over a twelve-month period. It will give you the chance to practically apply your education and skills in a key sector of Western Australia's economy. The program will commence with a short induction program to orientate you to the Office of Energy and the broader Western Australian public sector.

Graduates will then undertake a structured program that will offer you:

- placement in a range of areas within the Office of Energy working on a number of interesting and significant projects;
- a training program to further develop your skills; and
- a mentorship program to support you throughout the development program.

Graduates will be encouraged to remain with the Office of Energy. However, they will also have opportunities to apply for other advertised positions across the WA public sector at the end of the program. All promotions are based on merit.

### Make a Difference to Energy Policy

The Office of Energy is a change agent that leads the development and implementation of policy and programs to meet the State's energy needs. The Office is committed to driving change in a way that achieves improved economic, social and environmental outcomes for Western Australia.

The Office has a clear vision:

*"reliable, sustainable and competitively priced energy  
for the benefit of all Western Australians."*

Graduate Development Officers can help the Office of Energy realise that vision and develop a strong foundation for their career at the same time. As part of the Office of Energy team, you will have the opportunity to work on a wide variety of energy initiatives, policies and programs alongside executives and senior officers who make energy policy happen in Western Australia.

All graduates who are interested in a long-term career in the State's dynamic and exciting energy industry should apply for this program.



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### Our Team Values

You can look forward to working in a team environment which values:

#### *Integrity*

Acting honestly, impartially and upholding high ethical standards.

#### *Collaboration*

Fostering strong supportive teams and constructive relationships with stakeholders.

#### *Leadership*

Empowering individuals and teams to embrace challenges and responsibility.

#### *Excellence*

Striving to achieve the best in ourselves, in each other and in all we do.

#### *Respect*

Cultivating a positive and supportive attitude which values staff and their contributions.

### Our Objectives

The principal objectives of the Office of Energy are to:

- encourage and facilitate the provision of secure, reliable and sustainable energy to meet the needs of households and businesses in Western Australia;
- implement appropriate market and regulatory arrangements to achieve a competitive, dynamic and sustainable energy sector;
- ensure Government owned entities participate in the energy industry in a competitively neutral manner while protecting the State's investment;
- raise awareness and provide the information and tools by which consumers can make informed choices about the level, source and cost of their energy consumption; and
- be an employer of choice that is credible, capable and responsible in order to shape and deliver the Government's energy policy.

To address these objectives, the Office of Energy is structured into four business units: Sustainable Energy Development Office; Markets and Regulatory Policy Division; Industry and Community Division; and Corporate Services Division.



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### What Will You Do As a Graduate Development Officer?

As an Office of Energy Graduate Development Officer, you will have the opportunity to work on a wide range of activities. You can expect to quickly gain skills in and experience in:

- undertaking research and analysis;
- preparing briefing notes for the Minister for Energy, Coordinator of Energy and Directors;
- preparing reports and draft correspondence, including responses to Ministerial correspondence;
- assisting in the preparation of Cabinet Submissions, Cabinet Comments and answers to Parliamentary Questions;
- participating in project and policy groups;
- developing and implementing programs; and
- dealing with requests for information from members of the public, community groups, other government agencies and the energy industry.

### What Do We Offer You?

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In a short period of time you will acquire a wide range of skills and experience as outlined above to give your career a flying start.

#### Remuneration and Benefits

The remuneration and working conditions for Office of Energy staff are in accordance with the Public Service Award and Public Service General Agreement. Some details are outlined below.

- **Salary** - The current starting salary for graduates is \$53, 291 pa.
- **Superannuation** - The Office of Energy contributes an amount equal to 9% of gross salary to the GESB Super Scheme on behalf of each employee, in line with the Superannuation Guarantee legislative requirements. Employees are also able to make top up contributions.
- **Annual Leave** - Four weeks paid leave each calendar year.
- **Long Service Leave** - Thirteen weeks paid leave after each seven years of service.
- **Personal Leave** - For each calendar year, fifteen days are available in the case of illness of the employee, caring for an ill family member or other approved personal reasons.
- **Flexible Working Hours** - A 37.5 hour working week applies with flexible starting and finishing times.



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### Who Are We Looking For?

If you are enthusiastic and want to kick start your career in a leading and influential organisation - you could be just the person we are looking for.

Applicants will be chosen for interview on the basis of how well they meet the selection criteria for Graduate Development Officer positions.

Selection criteria are the particular skills, abilities and qualifications that are considered necessary to successfully perform the functions of a Graduate Development Officer.

#### Academic Qualification

The Office of Energy is keen to recruit graduates with a record of high academic achievement from a variety of disciplines including economics, environmental science, engineering, business, finance, law, maths or other analytically focused disciplines. You must have completed your degree or will complete it in 2009 to be eligible for selection.

If your qualifications were obtained outside of Australia you will be required to obtain an assessment of your qualifications from the Overseas Qualifications Unit of the WA Department of Education and Training (Phone 08 9224 6566 or email [ogu@det.wa.edu.au](mailto:ogu@det.wa.edu.au)).

#### General Selection Criteria

We are looking for graduates who, in addition to academic qualifications, possess the following:

- sound research skills;
- high level oral and written communication skills;
- ability to work as a member of a team;
- good interpersonal skills;
- demonstrated initiative and flexibility;
- good conceptual and analytical skills; and
- good IT skills.

In preparing your application, it is recommended that you use each of the underlined selection criteria above as a heading and write a short statement using specific study, work or personal examples to describe your skills, abilities, experience and knowledge against each criterion.

Remember that you will be competing against other graduates with similar levels of academic achievement. You should therefore seek to differentiate yourself from other applicants through your statements addressing the selection criteria.



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### **How do we decide who is right for our team?**

The Office of Energy is committed to the principles of Equal Employment Opportunity and the Public Sector Standards in Human Resource Management.

Applications will be subject to a rigorous assessment process based on the selection criteria. Submitted applications will be assessed to develop a short list of the most competitive applicants. Applicants whose submitted applications have been short listed will be invited to attend a panel interview. Following the panel interview, competitive applicants may be asked to return for a second interview or to make a presentation to the panel. After this process is complete, offers will be made to the successful applicants for the Office of Energy Graduate Development Program.

### **Your application is successful! What's next?**

Successful applicants will be appointed on a fixed-term contract for a period of twelve (12) months. Graduates may be offered permanent appointment to the Office of Energy after this period if you achieve a high level of performance during the development year and a vacant position is available for filling through a recruitment process.



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### How to Apply

Applications must be received **by 4.00pm on Monday 10 August 2009**. No late applications will be accepted.

Please send your application marked 'Confidential - OOE Graduate Vacancy' to Price Consulting Group marked for the attention of Maureen Giorgi by:

EMAIL: [naomi@priceconsulting.com.au](mailto:naomi@priceconsulting.com.au)  
POST: Price Consulting Group  
PO Box 7798,  
Cloisters Square WA 6850  
HAND: Level 3, 267 St. George's Terrace, PERTH

### Your Application Checklist

It is essential for your application to be considered that you provide the following.

- A completed application form
- Copy of your academic record (must include results)
- Curriculum vitae
- Brief statements addressing each of the underlined selection criteria (your statement addressing all the selection criteria should be no more than 3 pages in 12 point)

If you would like more information about the Office of Energy Graduate Development Program please contact:

Jessica King  
Senior Human Resource Consultant  
Office of Energy

By phone on 9420 5600 or email [jessica.king@energy.wa.gov.au](mailto:jessica.king@energy.wa.gov.au).

### Further Information

Further information about other employment opportunities within the Office of Energy can also be found by going to <http://www.jobs.wa.gov.au/search/index.htm> and searching under 'energy' or on our website at <http://www.energy.wa.gov.au>.