



Australian Government
Department of Health

2022 Graduate Program Induction



Official Opening

- **Robyn White**

- Assistant Secretary
- People Branch
- People, Communications and Parliamentary Division



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Welcome to the Department of Health

- Congratulations
- Housekeeping
 - Facilities
 - Agenda

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Entry Level Programs team

s22

	A/g Assistant Director
	Program Manager
	Administrative Officer

Any queries - contact

EntryLevelPrograms@health.gov.au or s22

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About the Department of Health

We develop and deliver policies and programs and advise the Australian Government on health, aged care and sport. We work with a wide range of stakeholders to ensure better health for all Australians.

Our Strategic Policies include:

- better health and ageing outcomes for all Australians
- an affordable, quality health and aged care system
- better sport outcomes.

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About the Department of Health

COVID-19 Response

The Medicare Benefits Schedule

The Pharmaceutical Benefits Scheme

Private health insurance

Funding community controlled Aboriginal and Torres Strait
Islander primary healthcare organisations

Maintaining the number of doctors in Australia

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About the 2021 Graduate Program

- Recruited through different pathways:
 - Department of Health Recruitment Process
 - Indigenous Graduate Pathway
 - Digital
 - Data
 - APS Human Resources
- 10 month program
- Program Structure
- Monthly Meetings
- Program Sponsor

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Rotations

Generalist Program

- Rotation 1 – 7 February – 27 May
- Rotation 2 – 30 May – 2 September
- Rotation 3 – 5 September – 9 December

Digital Graduates

- Rotation 1 – 27 January – 1 July
- Rotation 2 – 4 July – 9 December

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Learning and Development



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Entry Level Programs Team Role

- Design and management of graduate recruitment process
- On-boarding and induction
- Design and monitoring of development program
- Monthly graduate meetings
- Coordination of bids and rotations
- Coordination of buddies and mentors
- Provide advice and support to graduates and supervisors on the graduate program



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Program Requirements

- Learning and Development Curriculum
- Fully Effective PDS ratings
- Adherence to departmental and APS policies
- Successfully complete probation requirements



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Matching you to your Team

- Graduates were matched to a team by taking in to account a number of factors:
 - Organisational need
 - Skills required for role
 - Graduate degree and experience

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APS 3 Level

- Graduates are employed at the APS3 Level
- Advance to APS4
- Stretch tasks
- Utilise the WLS

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Setting Expectations



Familiarise yourself with guidelines and policies (Leave, PDS, Behaviours in Action etc.)



Engage early with your supervisor about their expectations of you and discuss your expectations



Reassess expectations after a few weeks once you're settled

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Expectations of Graduates

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- Attendance at program meetings, forums and trainings
- Notify supervisors of anything which may affect their work (illness, meetings, GDP training/workload etc.)
- Communicate with supervisors on absences via phone (not email or text)
- Be committed to the program
- Understand and work within the guidance of the APS Values and Code of Conduct, the Enterprise Agreement and Health's strategies, policies and procedures
- Successful completion of the program

Performance Development Scheme



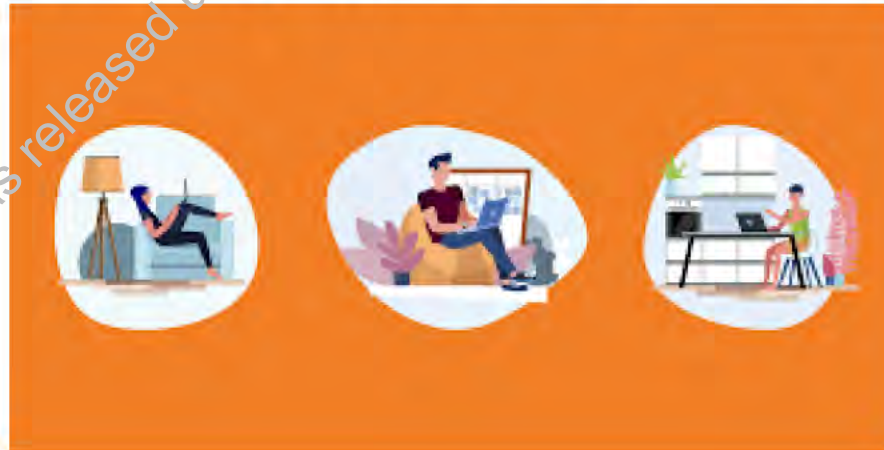
- PDA to be set up within first two weeks
- Development goals
- Performance goals
- Reporting requirements
- 'Anytime review'

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Remote Working – Hybrid Teams

- Complete a remote working agreement through MSSP
- IT/Digital support for Health's platforms – Intranet, sharepoint, WebEx, TRIM (esp. first rotation)
- Set up check in times
- Connect with your supervisor through Webex and phone calls
- Online support options



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Breakout Session

Getting to know your cohort

- Where are you from?
- What did you study?
- What kind of role are you in i.e.
 - Corporate
 - Policy
 - Program
 - Digital

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