

How to Apply for Geoscience Australia's 2005 Graduate Program

Thank you for your interest in Geoscience Australia's 2005 Graduate Program. To formally apply for the Program, you must complete an [Application Form](#).

In addition to the application form, we require a Curriculum Vitae (CV), a certified true copy of your Official Transcript of Results and two or three written referee reports. If you are yet to complete Honours, Masters or PhD, we require a written academic reference from your supervisor/s.

Draft Timetable for 2005 Graduate Program

Advertise program	24 June 2004
Applications close	29 July 2004
Shortlisting	August 2004
Interview	September 2004
Final Decision	October 2004

Interview and Selection Process

All Geoscience Australia (GA) appointments and promotions are based exclusively on merit to ensure equal employment opportunities for all. If you are selected for interview, the selection committee will assess your suitability against the selection criteria for the position having regard to your application, interview and referee reports.

It is therefore essential that your application and referee reports specifically address the selection criteria for these positions.

Please note: Geoscience Australia is covered by the *Public Service Act 1999*. This Act restricts the employment of non Australian citizens. If you are not an Australian Citizen, you are welcome to apply for the Graduate Program but you will only be considered if no Australian Citizens are found to be suitable for the program.

Position Details

Classification:	On Commencement Band 1 Level 2 (\$42,195*) Non-ongoing (12mth temporary traineeship)
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*Please note: there will be a salary increase from 1 July, therefore the salary will increase to \$43,672.

At the end of the traineeship year, we will advertise several positions which can be filled at either Level 3 (\$49,812) or Level 4 (\$56,199), depending upon the quality of the applicant. You will be encouraged to apply for these positions.

Job Description and Duties:

Geoscience Australia is looking for graduates who thrive on new challenges and are committed to achieving high-quality results in many aspects of applied geoscience and offers its graduates the opportunity to broaden existing skills and knowledge through a range of challenging projects that will extend their capabilities into new areas.

We are interested in graduates who have a degree or are completing a degree this year with Honours, Masters or PhD in one or more of the following disciplines: geology, geochemistry, geophysics and geomatics/ geoinformatics/surveying.

Your first year in GA will be spent:

- working in different areas of the organisation;
- developing a broad range of relevant technical/scientific and interpersonal skills;
- using state-of-the-art equipment and technology;
- taking part in office and/or field based research on GA geoscience projects;
- participating in industry site and field visits, and perhaps gaining involvement in the evaluation and presentation of results from projects;
- developing a range of additional skills in subjects such as Information/Knowledge Management, People and Change Management Programs, Financial Management in the Australian Public Service via our off-the-job Graduate Development Program.

During this first year, you will be assigned a senior level Mentor who will assist you in matters such as the setting up and structuring of rotations, and guidance in career choices. Mentors will be selected on the basis of their exceptional people management skills and genuine interest in supporting development of junior staff. As well, Graduates from this year (2004) will act as helpers/advisers where necessary.

Sending in Your Application

Submit only one copy of your application ensuring it reaches this office **by 5pm on Thursday, 29 July 2004**.

Applicants are requested not to place applications in folders as they are difficult to file. Please do not send attachments, such as examples of work, publications, graphics, or original documents with your application. If you are selected for interview you may bring these with you to the interview.

Applications can be submitted in the following ways:

Email: **Graduate.Recruitment@ga.gov.au**

Post: **Len Hatch and Sarah Lawrie
GA Graduate Coordinators
Geoscience Australia
GPO Box 378
Canberra ACT 2601**

Fax: **(02) 6249 9942**

Need More Information?

Questions about your application, the selection process and/or conditions of employment may be directed to:

Graduate Coordinators: **Len Hatch** (02) 6249 9015 or **Sarah Lawrie** (02) 6249 9020
or email: **Graduate.Recruitment@ga.gov.au**