

## Queensland Government 2025 Digital Graduate Program

Delivering talented graduates to support Queensland's digital future

### Agency participation guide

Thank you for your interest in participating in the [Digital Graduate Program](#). This guide will help you to understand how easy it is to participate in the program and recruit a graduate.

#### *Program purpose*

Technology is advancing rapidly. More and more government services are moving online meaning our workforce needs digital skills. The Digital Graduate Program can assist to meet your workforce needs and build your team's capability and knowledge to support digital shifts. The program is designed to complement your agency's existing workforce strategy providing you with a pipeline of entry level digital talent.

#### *Who can participate?*

The Digital Graduate Program is a whole-of-government program; all Queensland Government departments, smaller agencies, statutory bodies, or government owned corporations are invited to participate.

#### *2025 EOI's regional agencies trial*

This year as a first-time trial, the program is offering agencies the opportunity to offer digital graduate placements in regional locations. Finer details will be provided to regional hiring managers as interest and preferred locations are assessed through the EOI process.

#### *Graduates are supported and equipped to succeed*

The Queensland Government Customer and Digital Group hosts the program. We provide each graduate with support, networking opportunities and professional development to give them the tools and confidence to bridge the transition from graduate to digital professional and future leader.

#### *How much does it cost?*

We work with you to find the best graduate fit for your team. For a small one-off fee of \$6000+GST per graduate, this award-winning program, offers complete program administration.

*Note: the graduate salary and on costs are paid for by your agency*

#### *What's included in the program fee?*

- A graduate team dedicated to program administration
- A professionally managed and cutting-edge upfront recruitment process
- Initial screening and checking of candidates
- Support and guidance for agencies, every step of the way
- A nationally recognised leadership development program
- Ongoing program administration and support for agencies and graduates
- Continuous improvement of the program based on feedback from agencies.

## Recruiting a graduate is easy

We do all the hard work to attract qualified university students and register their interest. We then make sure the potential candidates meet the eligibility requirements, we gather important information, and ask them to complete a short introduction video. They nominate three roles that they think suit their desired career and skill set. If successful they will be ranked according to the most desirable candidate. We give you access to the recruitment platform (GradSift Extra) to shortlist candidates.

You then complete your usual agency recruitment process to make your selection of graduate/s. Successful graduates are appointed by you at an A03.1 level (or equivalent) on a minimum two-year temporary contract. You require a vacant FTE# and the budget to allocate to your new graduate. We will provide you with a recruitment timeline of key dates which will help you to keep on track with your graduate recruitment.

## Steps to employing a graduate

1. Express your interest in taking graduate/s.
2. Receive further information and determine number and type of graduates required.
3. Seek internal executive approval for vacant position and budget spend.
4. Submit a completed agency nomination form to the graduate team before close of business 30 May 2024.
5. On receipt of nomination form, the Digital Graduate team will send through the recruitment timeline with key dates.
6. We give you a password for the recruitment platform - GradSift Extra and you can review all candidates and role types.
7. Follow your agency's internal recruitment process, create an interview panel, review their introduction video and all candidate information to develop a short list.
8. Conduct face-to-face or virtual interviews.
9. Post interviews - create an order of merit list, complete the recruitment report, and seek approval to proceed with appointment.
10. Make formal offer/s to graduate/s.
11. Advise the graduate team of successful graduate/s and start date for employment.
12. Receive an official agreement and arrange for it to be signed by the delegated executive and return to the grad program.
13. Pay the program fee of \$6000+GST per graduate on receipt of the tax invoice.
14. Graduate/s start the formal program in March 2025 or earlier than the program commencement date, if required by your business area.

**Onboarding graduates effectively is crucial for their success and integration into the department/agency.**

## Candidate eligibility

We do all the eligibility checking for you. Your candidate must:

1. Be an Australian citizen, or a resident of Australia and have unrestricted working rights under the Commonwealth law.
2. Must have a completed university degree within the last three years (no later than 2021) with an Australian or New Zealand university.
3. Have completed GradSift profile and an introduction video.
4. Be free to start employment in March 2025 or prior if required by agency.
5. **International students:** Must have completed their degree mid-2024 and have unrestricted working rights for the two years of the program March 2025 to March 2027.

### **Please Note:**

*Graduates are responsible to have their overseas qualification assessed for recognition in line with*

the [Australian Qualifications Framework](#). prior to applying for a graduate role to ensure there is no delay if they are selected as the 'best suited' person in a recruitment and selection process. Information on having overseas qualifications recognised is here- [Qualifications Recognition \(internationaleducation.gov.au\)](#).

## *Interstate applicants*

Interstate candidates considering applying for this opportunity should note that relocation is a mandatory requirement of this role. Graduates are expected to be based at one of your offices in Queensland, either in Brisbane or at one of your regional offices (this is dependent on the location of the job offer). Interstate applicants are encouraged to apply, however, it is up to the successful graduate to arrange relocation and cover any moving costs involved. It is not the responsibility of the program, nor the home agency for graduate relocation.

***It is highly encouraged to onboard early to avoid the applicant accepting a local offer.***

## *Training and development*

We provide your graduate with a leadership development program that provides confidence and guidance at the right times in their graduate journey. The program is delivered over eight stages with twelve full days of contact time which is offered in both face-to-face or virtual mode of delivery.

The majority (75%) of the training is delivered in the first year with a focus on getting the graduate established and supporting them with the best soft skills/government focused development. The second year has a focus on career development and your agency's needs. This gives you the opportunity to set up formal rotations, offer your graduate a higher duties opportunity, enroll them in role- specific training and/or give graduates more complex work/projects and for them to focus on.

## *Laptop*

We request that agencies provide graduates with a laptop prior to their first day of graduate leadership development training held at the commencement of the program. The device will assist them to complete the associated learning and development materials for the training and development.

## *Graduate roles*

We offer a variety of roles within cyber security, data, operations support, human-centred design, outcome management and technology streams that we recruit for as part of the program. A full list of these [roles and role profiles](#) are hosted on our website.

## *The fine print*

Successful graduates are appointed by you at an A03 level (or equivalent) on a minimum two-year temporary contract paid for by your agency. You require a vacant position (FTE#) to allocate to your new graduate. If participating, you must commit to the full two-year program.

**We highly encourage you to onboard as soon as possible to secure the graduate into Queensland Government amidst the competitive market.**

Graduates must start with agencies no later than March 2025. All contracts should reflect these dates. If you wish to commence your graduate in your agency before the official start date you are welcome to do so. However, the **official end date for the graduate** must remain at March 2027.

Participating agencies will be required to sign an official agreement with the Queensland Government

Customer and Digital Group. The objective of the Agreement is to:

- clarify the parties' roles, responsibilities, and costs in relation to the program and its graduates
- foster cooperation and enhance communication and understanding between parties
- ensure action taken by the parties is coordinated, makes the most effective use of resources and maximises the benefits for both the Queensland Government and the graduates.

### *Mentors and supervisors*

You will be asked to nominate a supervisor and mentor to support the successful development of your graduate. A separate person for each role of mentor and supervisor is preferable, as they play very different roles in the support of your graduate/s. The supervisor of a graduate is responsible for providing day to day supervision through their work placement in the employing agency. A mentor is an experienced professional who voluntarily acts as a friend, advisor and coach (personal and career) to a less experienced person. We prefer mentors and supervisors to be separate individuals.

### *Graduate opportunities*

The program encourages all participating agencies to give their graduate/s opportunities in a broad range of experiences across the business, including rotations, short-term higher duties opportunities and formal secondments. And where possible consideration should be offered for the graduate to retain their graduate role (AO3 position) on their return from any opportunities.

Graduate rotations are not mandated by the program; instead, agencies and graduates are responsible to negotiate based on the needs of the business or the graduate's preferences.

### *Progression and retention*

The main aim of the program is to retain the graduates in Queensland Government post program keeping our digital talent in-house. We maintain excellent retention rates, approximately 86% of our graduates remain in Queensland Government after completion of the formal program. Which is an excellent return on investment for our participating agencies. Our data shows most graduates go on to achieve an AO4 or AO5 level at the completion of the program and remain in the sector becoming digital professionals.

### *Agency contact/coordinator*

We find communication flows well if we have one dedicated contact person in each participating agency. This one contact or coordinator can easily disseminate information to business areas, recruitment panels and hired graduates.

### *More information*

Contact the graduate team for more information on all aspects of recruiting and supporting a graduate - email us [ictgradprog@qld.gov.au](mailto:ictgradprog@qld.gov.au).