



Position Description – Graduate Program

Position Objective

This graduate position forms part of the City of Charles Sturt's structured Graduate Program, designed to provide meaningful employment, development opportunities and practical experience within local government.

Working under the guidance of experienced leaders, mentors and subject matter experts, graduates will contribute to a variety of projects, initiatives and operational activities that support Council's strategic objectives and the delivery of services to our community.

The program provides opportunities to develop professional skills, build organisational knowledge and gain valuable experience within a progressive and community-focused organisation.

Key Responsibilities

- Contribute to projects, initiatives and operational activities by applying academic knowledge and developing professional skills in a practical workplace environment.
- Support planning, research, analysis, reporting and implementation activities relevant to the work of the team.
- Participate in learning and development opportunities designed to build professional capability and increase understanding of local government.
- Assist with gathering, analysing and presenting information to support business decisions and service delivery outcomes.
- Develop reports, presentations, briefing materials and other documentation as required.
- Work collaboratively with internal and external stakeholders to support the achievement of team and organisational objectives.
- Demonstrate initiative, curiosity and a commitment to continuous learning and professional growth.
- Apply problem-solving and critical thinking skills to identify opportunities to improve services, systems or processes.
- Ensure work is conducted in accordance with Council policies, procedures, values and legislative requirements.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.

- Take appropriate action in accordance with applicable child safety legislation and Council's children and vulnerable Policy and Procedures.

Selection Criteria

Skills

- Strong written and verbal communication skills, with the ability to prepare clear and effective reports, correspondence, presentations and other business documentation.
- Well-developed interpersonal skills and the ability to build positive working relationships with a wide range of stakeholders.
- Demonstrated analytical and problem-solving skills, with the ability to assess information and contribute to practical solutions.
- Strong organisational and time management skills, including the ability to manage competing priorities and meet deadlines.
- Ability to work both independently and collaboratively within a team environment.
- Proficiency in Microsoft Office applications and the ability to quickly learn new systems, technologies and digital tools.
- Demonstrated initiative, adaptability and a willingness to learn.

Knowledge

- Understanding of the role and functions of local government and its contribution to community wellbeing and service delivery.
- Awareness of contemporary issues, emerging trends and opportunities within the graduate's area of study.
- Understanding of the importance of customer service, collaboration, inclusion and community engagement.
- Basic knowledge of project management principles and continuous improvement practices.
- Basic understanding of data collection, research and evidence-based decision-making approaches.

Experience

- Demonstrated ability to apply knowledge gained through tertiary study to practical situations through projects, work experience, internships, placements, volunteering or other relevant activities.
- Experience working collaboratively with others to achieve shared goals.
- Demonstrated initiative, accountability and a willingness to take ownership of assigned tasks.
- Understanding of the importance of maintaining confidentiality and handling information appropriately.

Qualifications & Requirements

- Recently completed, or in the final year of completing, a Bachelor's degree in a discipline relevant to local government.

Essential

Examples may include Business, Commerce, Information Technology, Data Analytics, Engineering, Planning, Environmental Science, Human Resources, Communications, Project Management, GIS/Spatial Science or another related discipline.

- Exposure to local government, community, public sector or not-for-profit environments through employment, work experience, volunteering, placements, projects or other relevant activities.
- Participation in extracurricular activities, leadership opportunities, community initiatives or professional associations.

Desirable