

ACCC/AER

2021 Graduate Program

Candidate information kit

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| Title: | ACCC/AER 2021 Graduate Program (Indigenous) |
| Classification: | Graduate APS (GAPS) |
| Employment status: | Ongoing |
| Reference number: | EA2020/1 |
| Group/Branch: | Various branches within the ACCC/AER |
| Location: | Graduate opportunities will be available in Brisbane, Canberra, Melbourne, Adelaide, Perth and Sydney.  Opportunities may be available in Darwin, Hobart and Townsville. |
| Full time/Part time: | Graduate opportunities may be offered on a full-time or part-time (minimum 30 hours per week) basis. Candidates interested in full time and part time opportunities are encouraged to apply.  We are an equal opportunity employer. |
| Salary: | $62,107 per annum from 8 February 2021, advancing to $65,452 per annum from mid-May 2021, $71,105 in November 2021 and $80,893 upon successful completion of the program in June 2022.  15.4% superannuation in addition to salary. |
| Eligibility: | The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2016. This vacancy is open only to Aboriginal and/or Torres Strait Islander people. |
| Contact officer: | ACCC Recruitment Team, (02) 6243 1013 |
| Closing date: | 10:00pm (AEST), Sunday 31 May 2020 |

## **Is the ACCC/AER Graduate Program on your wish list?**

Thank you for your interest in finding out more about our ACCC/AER 2021 Graduate Program. We hope you find the information in this kit useful.

If you have any questions about our graduate program, please contact us on (02) 6243 1013 or at [gradjobs@accc.gov.au](mailto:gradjobs@accc.gov.au).

## **The Australian Competition and Consumer Commission**

## The Australian Competition and Consumer Commission (ACCC) is an independent Commonwealth statutory authority whose role is to enforce the *Competition and Consumer Act 2010* and a range of additional legislation, promoting competition, fair trading and regulating national infrastructure for the benefit of all Australians. The ACCC also regulates national infrastructure industries where competition is low. The ACCC includes the Australian Energy Regulator (AER) which is responsible for the economic regulation of the Australian energy sector.

Our priorities are reflected in four key goals:

1. maintain and promote competition and remedy market failure
2. protect the interests and safety of consumers and support fair trading in markets
3. promote the economically efficient operation and investment in monopoly infrastructure
4. increase our engagement with the broad range of groups affected by what we do.

## **About our Graduate program**

ACCC/AER graduates:

* work in a high profile national agency to apply and develop the skills and knowledge they acquired at university in a professional workplace
* provide input to decisions with far-reaching economic, legal and consumer implications
* contribute to the welfare of all Australians and
* develop a strong foundation for a rewarding and challenging career.

The ACCC/AER graduate program is highly regarded and has many benefits including:

* an intensive work program
* challenging rotations across the agency with opportunities to be challenged and try new things
* ongoing on and off the job learning and development to assist you with honing specialist skills that are relevant to your work
* flexible working conditions, including the ability to work part-time (minimum 30 hours per week), so that you can continue studying, manage other commitments or enjoy work-life balance
* regular opportunities to network, socialise share experiences and develop relationships with your graduate colleagues across the country;
* an entry level program coordinator and assigned buddy, both of whom are available to support you personally and professionally throughout the program;
* a competitive starting salary of $62,107, with advancement to the APS 5 classification with commensurate salary of $80,893 upon successful completion of the program; and
* a workplace that embraces diversity, inclusion and equality.

Graduate rotations are designed to give you an understanding of the broad range of work undertaken by the ACCC and the AER. Each graduate will undertake rotations within the same location across at least two divisions.

Graduate opportunities will be available in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney. Opportunities may be available in Darwin, Hobart, and Townsville.

## Testimonials

Some of our previous graduates have said:

* *“Having studied science and law, it was important to me to find an opportunity where I could use the skills I learned in both degrees. Working in a job that also provides an important public function (literally saving lives) was a bonus. In my day to day work, I go from doing legal research and progressing important law reforms, to analysing data and combing reports for the latest statistics. If you have an academic background that is not one of the ‘usuals’ (law or economics) use this to your advantage! There is plenty of work for people with experience with research, data analysis and other technical skills. After all, the ACCC regulates a vast number of industries and products across Australia – you never know what you may be working on or how your experience may come in handy!”* – Gena
* *“Over the course of the graduate program I was involved in drafting educational resources for small businesses, assisting with the new car retailing market study, court cases and investigations involving motor vehicle manufacturers, investigations into the representations made on Indigenous style art products and outreach work relating to phone and internet scams in remote indigenous communities. I really enjoy the investigative work that the ACCC does. I like getting stuck into the evidence and thinking about the best ways to frame contraventions of the act. The ACCC’s enforcement work gives me the opportunity to work hard at identifying and pursuing issues that have an impact on the everyday lives of Australians and I get a lot of satisfaction out of doing work that I think is important.”* - Rob

## **Duties**

Duties will vary from rotation to rotation, as the work completed in each of our branches varies. However, as an ACCC/AER graduate you will be expected to:

* perform a broad range of tasks across different work areas such as: analysing information, assisting with investigations, responding to correspondence, undertaking research, contributing to meetings and papers/recommendations, and presenting to committees
* build professional relationships and work cohesively with others and
* participate in all formal learning and development including orientation, investigation skills, regulation skills, presentation skills, writing skills and other professional development training

**What we expect of our graduates (our eligibility and selection criteria)**

We have high expectations of our graduates and create a challenging environment for our graduates to succeed in – will you rise to the challenge?

**To be considered, you will:**

* have an interest in industry regulation, competition policy and consumer protection
* have excellent interpersonal skills and the ability to work with all people
* be conscientious
* be resilient with the ability to adapt to a fast paced and ever changing work environment
* be able to acquire new skills and an understanding of complex concepts quickly, and apply these to different situations
* have excellent analytical, critical thinking and problem solving skills
* possess a minimum of a Bachelor Degree\* with all disciplines considered
* have completed your most recent tertiary studies after February 2016
* have a 65% or higher grade average
* be able to begin employment at the commencement of the program, Monday 8 February 2021, for an orientation program (potentially interstate)
* be willing to undertake and pass a character clearance
* not be serving a Commonwealth Redundancy Benefit period at the commencement of the program; and
* be an Australian citizen.

\*Qualifications from overseas universities must be recognised by the National Office of Overseas Skills Recognition (NOOSR).

**Successful candidates for the ACCC/AER 2021 Graduate Program will:**

* be interpersonal
* analyse, critically evaluate and problem solve
* be conscientious
* acquire and apply new skills and understandings quickly
* deal with uncertainty, be resilient and respond appropriately to situations
* convey an understanding of and contribute to the ACCC/AER’s purpose and functions

## **Benefits of working with the ACCC/AER**

In addition to the benefits of the graduate program, as an ongoing employee of the ACCC/AER you will also be eligible for:

* an attractive remuneration package, including base salary, 15.4% superannuation and annual salary reviews
* excellent leave benefits, including four weeks of sick leave and four weeks of annual leave per year (pro-rata for people working part-time), paid Christmas shut-down, the opportunity to purchase additional annual leave, and paid parental leave (after a qualifying period)
* flexible working conditions, including options to work part-time and access to our flex scheme and
* ongoing development, including formal and on-the job training programs and opportunities after the Graduate Program for advancement and mobility within and outside the organisation.

**Diversity and inclusion**

Here at the ACCC/AER, we are committed to diversity and inclusion. We know that workplaces that embrace diversity are high performing. We are a high performing organisation and encourage applications from people of all gender, sexuality, ethnicity, age, disability and other demographic groups.

In particular, we:

* have identified positions for [Indigenous people](http://www.apsc.gov.au/working-in-the-aps/affirmative-measure-for-recruiting-aboriginal-and-torres-strait-islander-australians-a-guide-for-applicants) and [people with disability](http://www.apsc.gov.au/publications-and-media/current-publications/disability-employment-guide-for-applicants)
* reduce unconscious bias by ensuring you are assessed by multiple people, restricting your personal information to not influence assessors, and use objective assessment tasks and
* encourage applications from students of a broad range of disciplines.

How to apply and the assessment process   
  
To apply complete the [online application form](https://accc.bigredsky.com/page.php?pageID=160&windowUID=0&AdvertID=509839), where you will be asked to:

1. provide some personal information, as well as details about your work history, qualifications and academic transcript
2. detail why you would like to work for the ACCC and/or AER (max 150 word response)
3. detail how your qualifications and personal attributes would assist you to contribute to the work of the ACCC and/or AER? (max 150 word response)

During the assessment process you may be asked to:

1. complete a cognitive test, work preference test and writing tasks
2. attend an assessment centre and
3. participate in an interview and/or group task.

Applications will close 10pm (AEST) **Sunday 31 May 2020**.

Assessment centres will take place in July, with offers made to successful applicants from mid-August 2020.

You may be asked to participate in remote or virtual assessment centres, which would require you to have access to technology to participate. If you require reasonable adjustment for remote or virtual assessments please advise us of this in your application.

If you attend a face-to-face assessment centre, we ask that you follow current health guidelines around protective measures, which include:

* good hand hygiene, regularly washing your hands with soap and water
* covering your mouth and nose when coughing or sneezing
* avoiding touching your face
* avoiding physical contact (such as handshaking).

**Know someone who might be interested in our 2021 Graduate Program? Share** [**this link**](https://accc.bigredsky.com/page.php?pageID=160&windowUID=0&AdvertID=509839) **with them – you never know, you might make their career!**

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| ACCC/AER 2021 Graduate Program - selection process | | | | | | | | |
| Selection criteria | **Assessment tasks** | | | **Assessment centre** | | |  | **Offers** |
| **Abstract Reasoning Ability test (ARAT).** | **Graduate competency profiler** | **Situational judgement questionnaire** | **Group task** | **Individual interview** | **Written prioritisation task** | **Referees’ comments** |
| Be interpersonal. |  | Yes | Yes | Yes | Yes | Yes (written) | Yes |  |
| Analyse, critically evaluate and problem solve. | Yes | Yes | Yes |  |  |  | Yes |  |
| Be conscientious. |  | Yes | Yes |  |  | Yes | Yes |  |
| Acquire and apply new skills and understandings quickly | Yes | Yes |  |  |  |  | Yes |  |
| Deal with uncertainty, be resilient and respond appropriately to situations. |  | Yes | Yes | Yes | Yes |  | Yes |  |
| Convey an understanding of and contribute to the ACCC/AER’s purpose and functions. |  |  |  | Yes | Yes |  |  |  |

The ACCC/AER 2021 Graduate Program selection process involves a variety of assessment tasks designed to evaluate your attributes against the selection criteria.

For information on the selection process timing, please take a look at our [Graduate opportunities page](https://www.accc.gov.au/about-us/employment-careers/graduate-opportunities).