

EMPLOYMENT TYPE: Fixed Term**CLASSIFICATION:** HEO 4**SCHOOL/UNIT:** People, Talent and Culture**BROAD PURPOSE**

The Graduate Program is aimed at recent Aboriginal graduates who are embarking on their professional career. The Graduate contributes to the research, analysis, development and implementation of related issues, policies and/or legislation, and provides project support to more senior team members. The Graduate is expected to work as a member of a team supporting the University environment.

POSITION ENVIRONMENT

The **University of South Australia** (UniSA) is *Australia's University of Enterprise*. Our culture of innovation is anchored around global and national links to academic, research and industry partners. Our graduates are the new urban professionals, global citizens at ease with the world and ready to create and respond to change. Our research is inventive and adventurous, and we create new knowledge that is central to global economic and social prosperity. Today, we are South Australia's largest university and ranked amongst the very best young universities in the world.

The University has a wide range of expertise across four academic divisions, including: Business; Education, Arts and Social Sciences; Health Sciences; and Information Technology, Engineering and the Environment. We offer over 200 world-class degrees and are known for our experiential approach to teaching and learning, and outcomes-focused research. We are committed to educating individuals to the highest standards, investing in the very best academics and professional staff, as well as state-of-the-art physical and virtual infrastructure.

REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

The Graduate will report to the relevant manager for each rotational period, and may be required to undertake duties at any of the university's metropolitan campuses.

CORE RESPONSIBILITIES

This role includes a range of duties based on the University graduate qualities. The appointee will:

- under the direction of senior team members, research, analyse, develop, implement, evaluate, interpret, report and provide timely advice or recommendations on issues, policies, projects or legislation.
- liaise, consult and maintain effective relationships with individuals across the organisation and external clients and stakeholders to deliver a client-focussed quality outcome
- draft reports, newsletters, submissions, letters, memos, or other correspondence in accordance with University standards
- participate in projects and administrative tasks that may reach across business units
- use standard computer applications including the internet, email, diary, databases, word processing, spreadsheet and presentation packages. Develop and maintain relevant resources, protocols and procedures relating to use of Pridham Hall for events including provision of online and web support information.

The duties as specified above may be altered in accordance with the changing requirements of the position.

SPECIAL CONDITIONS

Graduates may be required to undertake duties at any of the university's metropolitan campuses as part of the rotational requirements of the position. There are four distinct placements of six months duration within the Graduate program.

UNIVERSITY REQUIREMENTS

Staff must follow and apply the following:

1. Core Staff Attributes

To contribute to a successful and enterprising culture at UniSA, each staff member is expected to demonstrate the following key behavioural attributes:

- **Is trusted, authentic and self-aware** – establishes credibility, is honest, reliable, accountable, and responsive
- **Takes the initiative and delivers results** – by seizing opportunities and being outcome and customer focussed
- **Provides solutions** – through logical, creative and innovative thinking and timely, transparent and consultative decision making
- **Communicates with impact** – displays clarity, diplomacy, persuasiveness and sensitivity
- **Leads and works well with others** - displays conviction and resilience, working collaboratively, motivating others and mobilising influence.

2. Health Safety & Injury Management

- Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
- Report all identified work place hazards and incidents.

3. Performance Development and Management

Participate in the University's Performance Development and Management process.

SELECTION CRITERIA

Essential

1. Relevant tertiary qualification in disciplines such as Business, Management, Commerce, Media, Communications and Marketing or International Studies.
2. Demonstrated ability to quickly become a productive member of a cross functional team.
3. Demonstrated written, verbal and interpersonal skills to enable effective communication and interaction with other people at appropriate levels of an organisation.
4. Understanding of, and commitment to, a high level of customer service.
5. Demonstrated ability to research, analyse and summarise information.
6. Demonstrated high level of computer literacy, and knowledge of the Microsoft software including Internet Explorer.

Desirable

1. Understanding of the higher education environment.

ELIGIBILITY

Applications will only be considered from current or previous University of South Australia, Flinders University or University of Adelaide students who have graduated in the last two years or will graduate by mid 2020. Additionally, pursuant to Section 56 part 2 of the Equal Opportunity Act 1984 (as amended) (SA) applications are invited from Australian Aboriginal and Torres Strait Islander people only. You will be required to provide evidence of your Aboriginal heritage in your online application form.