

2022 ACMA Graduate Program

Graduate Program Overview

As a graduate at the ACMA, what you do daily will impact the lives of almost every Australian.

Program details:

- 11-month program
- Placements in two work areas
- Targeted training and development
- Offices in 3 locations: Canberra, Sydney and Melbourne
- Employee and professional networks
- Executive-level mentor
- Starting salary of \$69,321 (APS 4) with advancement to \$78,785 (APS 5) upon completion
- Four weeks personal leave
- Four weeks annual leave
- 15.4% superannuation contributions

The Australian Public Service Graduate Development Program.

The APS GDP aims to develop your skills, capabilities and experience to work effectively and contribute to a high-performing APS.

- Workplace Project
- Development workshops
- Self-directed learning
- On the job training

APS GDP Major Project

- Real-life project for the ACMA or APS
- Support from Senior Executive Service (SES) Project Sponsor and Executive Level (EL) Project Advisor
- Project Plan
- Report
- Short media clip

[2020 Graduate
Project Video](#)



Graduate Rotations

Based on the agency's business needs, you have been allocated to a home division for the first rotation. Your second placement will be in a different team.

Rotation One	7 February – 8 July 2022
Rotation Two	11 July - 23 December 2022

Your ongoing placement will, in most cases, be in the division of your first rotation. It may not necessarily be in the same work area, but in the division based on the agency's needs.

Second Placement Process

- Second placement bids are sought from the ACMA/eSafety line areas
- Second placement bids are sent to graduates
- Graduates submit their preferences
- If one graduate preferences a role, they will get it
- If two or more graduates' preference a role, then their CV and Transcript will be sent to the line area manager and they will decide on who is the most suitable graduates for the role.
- If you are not the suitable graduate, you will submit your preferences again for the remaining roles available.
- Graduates are responsible for the costs associated with temporary relocations.

Graduate Roles and Responsibilities

While you are participating in the Graduate Program and during your continued employment with the ACMA, it is expected that you will:

- adhere to all agency agendas, policies, people management instructions and guidelines
- comply with the APS Values and Code of Conduct
- demonstrate a commitment to the ACMA's culture and objectives
- engage in the performance management process, actively seeking and acting upon feedback provided to you
- demonstrate a willingness to learn and complete work activities in order to maximise the development opportunities provided to you throughout the graduate program.

Graduate Supervisor Roles and Responsibilities

Supervisors of graduates have a range of responsibilities related specifically to the Graduate Program.

Supervisors will:

- provide challenging and meaningful work
- provide effective coaching and support
- deliver effective performance discussions
- engage closely through meetings and provide you with meaningful and constructive feedback
- understand the process, purpose and duration of the probationary period and the implications of you not attaining a satisfactory standard of conduct and work performance
- work with the Strategic Workforce Planning team if there are any concerns.

Mentoring, Buddies and Support Services

- 2021 Graduate Buddy
- Executive Level Mentor
- Entry-level Programs Team [REDACTED] and [REDACTED]
- Employee Assistance Program (EAP)

Employee Assistance Program

Converge International: 1300 687 327
www.convergeinternational.com.au

Questions?