

# Role description

## Position details

<b>Title</b>	Graduate Program Trainee (Finance)	<b>Location</b>	Various
<b>Salary range</b>	\$75,511 per annum + super	<b>Classification</b>	AO4
<b>Division</b>	Corporate Services Division	<b>Branch/ Work Unit</b>	Recruitment and Workforce Strategy
<b>Reports to</b>	Program Manager	<b>No. Direct Reports</b>	0
<b>Status</b>	Temporary, fulltime for up to three years	<b>Leader Profile</b>	Team member

## The Department of Health

The Department of Health has a diverse set of responsibilities, and a common purpose of creating better health care for Queenslanders. The department is responsible for the overall management of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

To enable this vision, the Queensland Public Sector is transforming from a focus on compliance to a values-led way of working. The following five values, underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



Customers First



Ideas into action



Unleash potential



Be courageous



Empower people

## About the role

The Graduate Program Trainee position offers a unique opportunity to work across a number of organisations across the Queensland Health system, including Department of Health and Hospital and Health Services in metropolitan, regional and rural locations across the State.

The successful candidate will complete a number of rotations over a three year period across a whole range of financial disciplines including:

- Finance transactions
- Finance solutions
- Budget and analysis
- Statutory & Advisory Services.

Key accountabilities:



- Contribute to budget management of the organisation by monitoring and reviewing budget activity.
- Provide effective administrative and business support in relation to the operations of the organisation by coordinating and maintaining assets, accounts payable and purchasing activities.
- Provide administrative services, maintaining central email accounts, communicating financial reporting deadline updates and information on a regular basis and collating, creating and maintaining monthly and quarterly registers and resolving any outstanding issues efficiently.
- Assist with monthly and quarterly reporting processes, collating reports, analysing financial transactions, reviewing general ledger accounts and processing journals.
- Assist with preparing monthly and ad hoc financial reports for stakeholders that is relevant and timely for decision making purposes.
- Assist where required with correspondence and communications.
- Provide timely, quality project support including research, preparation, coordination, correspondence and reports on the progress of projects and related activities.
- Assist with coordinating all administrative human resource management activities and documentation as requested.
- Utilise information technology and financial systems to monitor, investigate and analyse financial data; subsequently implementing the necessary measures that will ensure compliance and general ledger integrity.
- Participate in the development, review and implementation of business and administrative policies and procedures.
- Proactively develop and maintain effective networks, partnerships and relationships with internal and external stakeholders to obtain and/or provide relevant and timely information.
- Participate in activities associated with the Queensland Health Graduate Training Scheme, such as ongoing learning and development and post graduate education.

## Organisational fit

The Department of Health recognises that organisational success is driven by excellence in leadership and management.

The five success factors below have been identified as most relevant to success within the Department of Health.

Team members are expected to embrace and model behaviours that achieve these success factors and develop an organisational culture enables the Department of Health to meet its current and future strategic objectives.



Aspiring to high performance and supporting excellence



Connecting with each other, our community and the system



Understanding our role and the contribution we all make



Respecting other and valuing diversity



Continually developing our own capability and others

## Role fit

The essential requirements for this role are:

- **Supports strategic direction** through harnessing information and opportunities and knowing where to find information, and asking questions to ensure a full understanding of an issue whilst keeping self and others well informed on work progress.
- **Achieves results** by taking responsibility for managing work projects and seeing tasks through to completion and committing to achieve quality outcomes whilst seeking feedback from supervisor to gauge satisfaction and seeking assistance when required.
- **Supports productive working relationships** through shared learning, supporting others and identifying learning opportunities whilst making time for people. Understands and acts on constructive feedback.
- **Displays personal drive and integrity** by committing to action and taking personal responsibility to accurate completion of work whilst committing energy and drive to see that goals are achieved.
- **Communicates with influence** through listening, understanding and adapting to the audience by seeking to understand the audience and tailoring communication style and message accordingly whilst checking to ensure their views have been understood and checking own understanding of others' comments.

## Specific working conditions

Placements across Queensland through 4 x six-month and 1 x 12-month in Metro, Regional and Rural facilities and Department of Health to gain a breadth of experience across Queensland Health.

## Employee obligations

It is a condition of employment for this role for the employee to have completed of a relevant Bachelor Degree or higher, within the two years prior to commencing employment with Queensland Health. (Prior year or due to complete at end of year recruited). Prior to commencement certified evidence must be provided.

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough), and hepatitis B.

## Occupational Health and Safety

The Department of Health aims to maintain a safe, healthy and secure work environment for all employees, clients, visitors and contractors. Achieving this aim is the responsibility of all.

## Disclosure of any pre-existing injury or medical condition

Applicants may be required to disclose any pre-existing injury or medical condition of which they suspect would be aggravated by performing the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003

(<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1>)

## Respect in the Workplace



The Department of Health values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of the Department must show respect for each other, visitors, the general public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying. The Department of Health is an equal opportunity employer.

To demonstrate support for a safe, secure and supportive workplace, the Department of Health is a White Ribbon Australia accredited workplace.

### Additional information

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt.

Discover more about employment at the Department of Health, our people and opportunities to join our team at the [Queensland Health](#) webpage. This page also provides information on how we meet our privacy obligations. To reflect the diversity within the communities and people we support and serve, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility and flexibility, we are committed to supporting you in your career with us.

