

Role Description

Position Details			
Title	Graduate Program Trainee (General Management)	Location	Various
Salary range	\$75,711 per annum + super	Classification	AO4
Division	Corporate Service Division	Branch/Work Unit	Attraction and Talent
Reports to	Program Manager	No. Direct Reports	0
Status	Temporary, fulltime for up to three years	Success Factor Profile	

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 in gaining experience throughout a number of organisations across the Queensland Health system, including Department of Health and Hospital and Health Services in metropolitan, regional and rural locations.

The successful candidate will complete a number of rotations over a three year period across a number of sub-streams which may include:

- Human Resources
- Business administration
- Audit, risk and governance
- Clinical governance
- Marketing and communication
- Non clinical Support Services

Key accountabilities:

- Provide high level advice to senior staff on administrative matters, conducting research and investigations as required.
- Provide effective administrative and business support in relation to the operations of the organisation by coordinating and maintaining assets, accounts payable and purchasing activities.
- To actively develop and contribute to the improvement of business processes and systems that improves the functioning of clinical and non-clinical services.
- Assist with preparing monthly and ad hoc reports for stakeholders that are relevant and timely for decision making purposes.
- Provide timely, quality project support (for non-clinical or clinical based projects) including research, preparation and coordination of correspondence reports on the progress of projects and related activities.
- 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 the development, review and implementation of business and administrative policies and procedures.

- Participate in activities associated with the Queensland Health Graduate Program, such as ongoing learning and development and post graduate education.
- Provide high level administrative service support as directed.

Recruit for Fit

Organisational Fit

The Department of Health recognises that organisational success and ultimately better health care outcomes is driven by excellence in leadership. All Leaders at the Department of Health are committed to providing values-based and transformational leadership. Expectations for our leaders are set out in the Department of Health [Success Factors](#) which also incorporates the Public Service Values and the Department of Health Leader Profiles.

Our success factors are:



PERFORMANCE

Aspiring to high performance and supporting excellence



CONNECTEDNESS

Connecting with each other, our community and the system



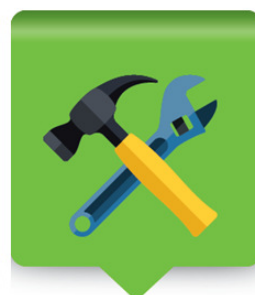
CLARITY

Understanding our role and the contribution we all make



RESPECT

Respecting others and valuing diversity



CAPABILITY

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

Graduates will be required to undertake work placements 'rotations' through the Queensland Health system with mandatory placements outside the Brisbane metropolitan area, and increasing specialisation of experience across the three years.

Employee obligations

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.

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 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.