

Graduate Planner Program

Your opportunity

The Graduate Planner Program is a structured two-year development opportunity offered by the Planning Group for students who have completed an undergraduate qualification in a Planning Institute of Australia (PIA) accredited planning course. The program consists of three 8-month rotations across key planning areas: assessment, plan making, regional planning, and policy. These rotations are designed to provide graduates with diverse, hands-on experience and exposure to the breadth of planning work undertaken across the Department.

Your strengths

You will be assessed on your ability to demonstrate the following behaviours in the context of the role accountabilities.

The core capability requirements for this role are:

- Stimulates ideas and innovation: Actively collaborates within a team to share creative ideas and explore innovative solutions.
- Drives accountability and outcomes: Embraces challenges with optimism and demonstrates a positive outlook when problem solving.
- Pursues continuous growth: Passionate to learn and eagerly pursues opportunities to progress towards goals. Takes opportunities to reflect on learnings and seeks feedback to improve skillset.
- Technical / Academic Knowledge: Leverages academic knowledge and applies strategic thinking to support delivery of work.

We are looking for people that can contribute to a workplace culture that supports inclusion and diversity and encourages and supports employees as individuals in an inclusive environment by applying diverse and inclusive thinking to our business. We recognise, respect and value First Nations people and cultures and actively engage through our work to contribute to better outcomes for First Nations people.

Your responsibilities

- Conduct research and analysis to support the development and implementation of projects, policies and programs that support the Government's priorities
- Undertake administrative activities to support record keeping and respond to customer, community or stakeholder enquiries, providing researched advice
- Contribute to the preparation of briefings, reports, notes, and correspondence by applying knowledge of current Queensland planning framework legislation, policy, and related issues
- Assist with preparations for internal or external stakeholder meetings and attend as required to support note taking functions
- Liaise and collaborate within Planning Group, the Department and other relevant government agencies on project, programs, or initiatives, whilst maintaining positive and collaborative relationships with key stakeholders
- Translate newly acquired knowledge and ideas from your academic studies by actively contributing in the workplace

Eligibility

To be eligible for the Graduate Program you must:

- have completed an undergraduate qualification in a Planning Institute of Australia (PIA) accredited planning course prior to program commencement.
- be an Australian citizen, New Zealand citizen or permanent resident and have permission, under Commonwealth law, to work in Australia (Note: International students who have a valid visa that enables them to work in Australia without any work restrictions are also eligible to apply)
- pass a criminal history and employment check, if required (these will be completed as part of the recruitment process).

How to apply?

To be considered for this opportunity, please fill in the online application form [here](#) and submit a single PDF file which includes:

- a one-page statement outlining why you are best suited for this role and how you can contribute to our workforce diversity.
- a copy of your current resume (no more than 4 pages recommended) including relevant strengths and achievements.

Additional information

Many of the Department's guidelines will also apply to our Graduates under the program. Here is some additional information you will find useful.

- The Department values diversity and cultural capability and is an equal opportunity employer.
- The Department is participating in the White Ribbon Australia (WRA) Workplace Accreditation Program as part of our commitment to respond to and prevent domestic and family violence.
- The Department is an agile and responsive employer seeking employees who can rapidly adapt to organisational change and be open to new experiences.
- Our employees commit to high ethical standards, and we are guided in our interactions with clients and each other by the Queensland Government's Code of Conduct. We demonstrate our commitment to probity and best practice in government by complying with the Department's corporate governance framework.
- The Department requires that all staff be responsible for maintaining the confidentiality, integrity and availability of information in accordance with its Information Security policy and Recordkeeping policy. All staff are required to capture, secure and maintain records into the corporate recordkeeping system and protect records from destruction. Records include written and verbal decisions, electronic documents and email messages and paper-based records.
- For further information about working for the Queensland Public Service, visit www.qld.gov.au.
- For further information about the work of the Department, visit State Development, Infrastructure and Planning.