



## 2018 National Disability Insurance Agency Graduate Program - Affirmative Measures, Aboriginal and/or Torres Strait Islander Employment

*The filling of this vacancy is intended to constitute a affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.*

### National Disability Insurance Agency

The purpose of the National Disability Insurance Agency (NDIA) is to implement the National Disability Insurance Scheme (NDIS) which will support a better life for hundreds of thousands of Australians with a significant and permanent disability. The NDIA will also provide great benefit to the families and carers of Australians living with disability.

The NDIS is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean peace of mind for every Australian who has, or might acquire, a disability.

### Why join the NDIA?

We need dedicated and motivated people working with us to make the goals of the Agency a reality.

Participants in the 2018 NDIA Graduate Program will have the opportunity to assist in the continued building of the agency. The NDIA is still growing and developing its own identity while developing new and innovative programs for our employees and the Australian community.

### What does the program offer?

As an employee in the NDIA Graduate Program you will have the opportunity to contribute to the work of the Agency to support Australians with disability and their families.

Opportunities may exist across the agency at our Geelong National Office and NSW. Final placements will be based on the matching of candidates to business areas.

The ten (10) month program runs from February 2018 to December 2018 and includes the following:

- participation in the Australian Public Service Commission's (APSC) Graduate Development Program
- two work placement rotations across the agency, allowing you to experience the diversity of work we undertake
- the opportunity to develop excellent networks including the allocation of a buddy and an executive level mentor
- ongoing training, development and career opportunities
- a permanent position with the NDIA upon successful completion of the program
- competitive remuneration and other employment conditions that support a positive work-life balance.

### Who are we looking for?

We are looking for people from a variety of backgrounds and academic disciplines. Regardless of what you have studied, you will be able to apply and expand on your skills through our Graduate Program.

We are looking for graduates who:

- work collaboratively and professionally as part of diverse teams
- are flexible, resilient and cope well with change and pressure
- have the ability to plan, organise and achieve results
- have excellent communication skills
- are able to quickly learn new technology, processes and information.

To be an NDIA graduate, you do not need to have a specific degree. Our ideal graduates' discipline may include, but are not limited to:

- Humanities and Social Sciences
- Allied Health
- Business
- Finance
- Communication
- Human Resources
- Actuarial/Statistics
- Law

We actively encourage applications from people with disability, Aboriginal and Torres Strait Islander peoples and people with culturally and linguistically diverse backgrounds.

### Eligibility

To be a part of the NDIA Graduate Program you must also meet the following criteria:

- Have completed a minimum of an Australian recognised bachelor degree in the last two years (i.e. between January 2016 and January 2018). You can apply while still studying as long as you will have graduated prior to commencing in the graduate program.
- Provide evidence of your qualification prior to commencing.
- Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this vacancy. NDIA is committed to becoming a model employer for Aboriginal and/or Torres Strait Islander people.
- Successful candidates for this affirmative measure will be required to provide evidence to confirm that you are Aboriginal and/or Torres Strait Islander.
- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

### How to apply

Apply via the NDIA's Job website page [www.ndis.gov.au](http://www.ndis.gov.au)

**Applications close as of Sunday 23 July 2017 at 11.30pm AEST.**

Please note Assessment Centre's will take place late August for successful applicants in Melbourne and Sydney.

### Where can I find more information?

NDIA Website

**Phone:** 1300 138 337

**Email:** [ndia@dfp.com.au](mailto:ndia@dfp.com.au)

*NDIA welcomes and encourages applications from Aboriginal and Torres Strait Islander people, people with diverse culture and linguistic backgrounds and people with disability. Except where otherwise provided by law, it is the policy of NDIA to provide equal employment opportunity (EEO) to all persons regardless of age, colour, national origin, physical or mental disability, race, ethnicity, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by applicable federal, state or local law. In addition, NDIA will provide reasonable adjustments for qualified individuals with disabilities.*