



Graduate Industry Advice and Support Adviser

- APS 3, \$64,298 - \$69,338
- Brisbane, Melbourne
- Fixed Term Contract (12 months)

Be part of something bigger

The role of the Australian Building and Construction Commission (ABCC) is to uphold the law and change behaviour to make the building and construction industry fair, efficient and productive.

Bring your passion and enthusiasm to a role that impacts an industry that is one of the largest contributors to GDP in Australia and provides employment to more than one million people.

Your new role

We are offering an exceptional opportunity to a recent graduate that has a keen interest in commencing their career in our recently established Industry Advice and Support Team. This is an exciting opportunity for a highly motivated graduate to make a meaningful contribution to the building and construction industry and assist us in achieving our strategic objectives.

Joining our Building Code Group, you will gain the experience to assist more senior staff in performing a range of functions including:

- Providing advice and assistance to stakeholders via phone
- Responding to written enquiries through online methods
- Using a range of IT systems to maintain the integrity of records by ensuring all data is accurately recorded
- Assisting with managing electronic submissions of forms and correspondence received from external stakeholders
- Providing administrative support and contributing to other team projects as required

You will be working the standard 37.5 hours per week; however, you are required to be flexible and available to work between 7:00am and 7:00pm AEDT (Monday - Friday).

This is a 12-month opportunity, where you will receive extensive support including mentoring and access to learning and development activities. You will also have an opportunity to network with our existing cohort of graduates across different business groups. Being a small agency, you won't be overlooked when you work with us.

If you are looking for a rewarding, entry-level opportunity to grow with a supportive organisation that values its employees, this could be the perfect opportunity for you!

What's in it for you?

You will be joining an adaptive, high performing and inclusive organisation. Our wellbeing, innovation and engagement index

scores are among the best in the Australian Public Service (APS), according to the most recent APS Employee Census.

You will receive exceptional learning and development opportunities, flexible work options including the ability to work remotely, access to an employee benefits scheme, wellbeing initiatives all year round and an attractive base salary of \$64,298 plus 15.4% superannuation.

What are you waiting for?

If this sounds like the perfect opportunity for you, review the candidate information kit on our website for instructions on how to apply.

If you have questions regarding the role, you can contact Kate Seymour, Assistant Director, Industry Advice & Support on (07) 3404 4701 or email the Recruitment Team for more information.

Eligibility

Applications are welcome from candidates who have graduated (or are about to graduate) from university with a Bachelor degree within the past two years from the application closing date. This is a full-time position and you must be available to perform the role from either our Melbourne or Brisbane office.

To be eligible for employment at the ABCC, you must be an Australian Citizen and agree to pre-employment screening. This may include a criminal history (police) check, health clearances and character checks. Some positions may require additional checks to be performed and require a security clearance.

Please note:

Successful applicants who complete their fixed-term of 12 months in the graduate role and receive a 'meets expectations' rating towards the end of their term may be appointed to an ongoing APS 4 position on their 12 month anniversary date.

This process may also be used to develop a merit list of suitable applicants for vacancies that may arise over the next 12 months.

Applications close:

11.30pm AEDT Wednesday 17 March 2021

[CLICK FOR FURTHER
INFORMATION AND TO APPLY](#)