

## **Australian Communications and Media Authority**

### **Graduate Program Induction**

#### **Speaking Notes – [REDACTED]**

***Monday, 7 February 2022***

#### **Welcome, Introduction and House keeping (10 minutes)**

- Good afternoon everyone and welcome to the ACMA Graduate Induction Program for 2022.
- First, I'd like to acknowledge the traditional owners of the land on which we all meet, from wherever you are joining us from today:
  - the Ngunnawal **[nunna-wall]** people of the Ngunnawal nation in Canberra
  - the Wurundjeri **[wah-rund-jerry]** people of the Kulin **[koo-lin]** nation in Melbourne
  - the Gadigal **[gad-ee-gal]** people of the Eora **[ee-or-ah]** nation in SydneyI pay my respects to elders past, present and future.

Welcome 2022 Graduates.

Congratulations on your selection for the Australian Communications and Media Authority and eSafety Graduate Program.

We are very much looking forward to getting to know you over the next 11 months and are so excited that you have chosen to start your APS careers with the Australian Communications and Media Authority and the Office of the eSafety Commissioner.

My name is [REDACTED] and I work with the Recruitment and Entry-level Programs team.

I have with me [REDACTED], Manager, People Strategy and [REDACTED] Assistant Manager Recruitment and Entry-level Programs.

We might go around and get each graduate to introduce yourself and say where you are located and the team you are in.

Can we start with:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

As you are aware, we are conducting the induction program virtually this year.

We can appreciate that the first week in a new role can be quite daunting, so we have arranged induction sessions to be delivered through short presentations over the course of your first week.

In between the sessions, you can continue getting to know your team members, attend meetings and start to work on things your manager gives you. Sorry in advance, there will probably be a serious amount of reading to begin with.

There will be quite a bit of information throughout the induction program but don't be alarmed, we will follow up the sessions with an email with any important things you need to know.

Does anyone have any questions so far?

## SLIDE 2

### Introduction to the ACMA Graduate Program (20 Minutes)

The ACMA Graduate Program is one of the agencies entry-level programs.

Its key objectives are to:

- develop new graduates to effectively contribute to the work of the ACMA
- build and maintain the level of technical and management potential within the agency
- build skills and capabilities to contribute to the agency's workforce of the future
- assist in delivering business outcomes and support changing business priorities by securing a pipeline of skilled graduates in either generalist and more specialised roles.
- The Graduate Program is designed to give graduates the foundation to develop their skills, knowledge and understanding about the work of the ACMA and eSafety and the wider APS.

The Graduate Program consists of a number of components:

- participation in the APS Graduate Development Program (APS GDP), managed and coordinated through the Australian Public Service Commission (APSC)
- two workplace rotations, designed to broaden your understanding of the organisation and develop capabilities
- completion of a major project, as coordinated through the APS GDP
- a buddy and mentor to support you through the program
- on-the-job learning and development, through peers, supervisors, mentors and executive leaders.

### **SLIDE 3**

#### **The Australian Public Service Graduate Development Program**

As mentioned above, the ACMA Graduate Program includes participating in the APS GDP.

The APS GDP aims to develop your skills, capabilities and experience to work effectively and contribute to a high-performing APS.

You will learn through a range of activities, including the development and execution of a work-based major project which is an integral deliverable of the program. The major project aims to prepare you to navigate as the APS future leaders, work beyond agency boundaries and lead innovation.

You will attend APS GDP development workshops at intervals that feature self-directed learning and strategies so you can apply the knowledge on-the-job. The work-based major project and associated activities builds on resilience, teamwork, understanding of the challenges from working across agencies and other boundaries, how to structure work and stakeholder engagement.

The curriculum focuses on the necessary skills to be successful in the whole of the APS and has a strong focus on understanding the processes of government, working within legislative frameworks and situational awareness.

These skills are largely missing in graduate learners on commencement of the program and are developed through continual exposure to situations where these skills are required. The APS GDP offers simulated, real world situations to practice and develop these skills.

## **Work Based Project**

A major deliverable of the APS GDP is the development and execution of the work-based project.

The ACMA identifies a 'real life' project through the Executive Management Committee. It is intended as a formal application of graduates' learning in the program and to further their understanding of priority issues and working methods in the ACMA and in the wider APS.

The graduates work as a team to research, collate information and deliver a project report and present their findings to the Executive Management Committee in October.

The three assessable components of the project include the project plan, report and a short media clip.

Your graduate team will receive a project sponsor at the executive manager level and a project advisor for support.

The assessment of activities against the GDP curriculum can be used for articulation to *Master of Public Administration and Master of Public Policy* at ANU (up to 48 credit points), University of Canberra (12 credit points) and CPA Australia (reduction of one year for the practical CPA).

I will play the media clip that the 2020 graduates developed for their project.

The Australian Public Service Commission will present further information about the APSC GDP and the major project on Thursday.

## **Learning and Development**

We are committed to welcoming new employees and helping them settle into their new role, work team and workplace.

As a graduate, you will participate in the activities we have arranged for you this week as part of your induction program. You will also complete a self-paced induction program, which is designed to facilitate a sound understanding of your responsibilities and legislative obligations as employees in the APS and the ACMA.

You will receive an email with all the mandatory eLearning you are required to complete. This includes eLearning modules such as Health, Safety and Wellbeing, Fraud Awareness, Security and Bullying and Harassment. As you settle in over the next few weeks, it is a good idea to get started on completing these courses as they are mandatory and once you settle in, and start sinking your teeth into work, time can get away from you – it's always a mad rush to complete the courses before performance and development plans can be finalised. So take advantage of the first few weeks.

Aside from the APS GDP, most of your learning and development will be on-the-job and relevant to the work being done in your rotation. You will also have access to a range of e-Learning resources, through the online learning and development system, Learnhub. I will send you details on how to access LearnHub so you can browse and complete courses.

## **SLIDE 4**

### **Workplace Rotations**

Based on the agency's business needs, you have been allocated to a home division for the first rotation. Your second placement will be in a different team.

First rotation will run from Today, 7 February to Friday, 8 July 2022.

Second rotation will run from Monday, 11 July to Friday, 23 December 2022.

Rotation supervisors will provide you with challenging and meaningful work throughout the rotation, including stretch projects, daily tasks and development opportunities. They are required to engage with you and provide constructive and meaningful feedback throughout the program.

## **SLIDE 5**

### **Second Rotation Process**

As mentioned, you will undertake two rotations as part of the ACMA Graduate Program.

The process is as follows:

- The Recruitment and Entry-level Team will seek second placement bids from the ACMA/eSafety line areas.
- They will submit a bid with a summary of the role on offer.
- All bids will be sent to graduates for you to submit preferences.
- In the event that only one graduate preferences a particular role, then they will get it.
- In the event that two or more graduates' preference a particular role, then their CV and Transcript will be sent to the line area manager for them to decide who is the most suitable graduate for the role.
- If you are not the suitable graduate, you will submit your preferences again for the remaining roles available.
- If you would like to preference a role in a different location, you will be responsible for your own temporary relocation.

Your ongoing placement will, in most cases, be in the division of your first rotation. It may not necessarily be in the same work area, but in the division based on the agency's needs.

## **SLIDE 6**

### **Graduate Roles and Responsibilities**

While you are participating in the Graduate Program and during your continued employment with the ACMA, it is expected that you will:

- adhere to all agency agendas, policies, people management instructions and guidelines
- comply with the APS Values and Code of Conduct
- demonstrate a commitment to the ACMA's culture and objectives
- engage in the performance management process, actively seeking and acting upon feedback provided to you
- demonstrate a willingness to learn and complete work activities in order to maximise the development opportunities provided to you throughout the graduate program.

## **SLIDE 7**

### **Graduate Supervisor roles and responsibilities**

Supervisors of graduates have a range of responsibilities related specifically to the Graduate Program.

Supervisors will:

- provide challenging and meaningful work
- provide effective coaching and support
- deliver effective performance discussions
- engage closely through meetings and provide you with meaningful and constructive feedback
- understand the process, purpose and duration of the probationary period and the implications of you not attaining a satisfactory standard of conduct and work performance
- work with the Strategic Workforce Planning team if there are any concerns.



## SLIDE 8

### Mentoring, Buddies and Support Services

- As part of the 2022 Graduate Program, we wanted to ensure that you had as many support options available as possible.
- By now you should have spoken to, or even met with your buddy who was a 2021 graduate on the program. Your buddy is a good source of knowledge on all graduate program related matters and can also assist with any questions you have about processes such as travel, financial systems, templates for papers etc.
- It is totally up to you and your buddy as to how much contact you have with each other – it is very informal, so we leave it up to you.
- You have also been paired with a mentor. Mentors are either an Executive Manager (band 1) or possibly a General Manager (band 2).
- The role of a graduate mentor is to coach, counsel, encourage, share knowledge and provide insight and perspective about the ACMA and eSafety as you grow and develop your skills throughout the program.
- Please let us know if the relationship with your buddy or mentor is not working out. We can always assist you to find someone else to connect with. Please also send me an email if you have not heard from your buddy or mentor yet.
- [REDACTED] and I are also here to support you during the program. If you have any issues in your rotation, possible issues with your supervisor or someone in your team – [REDACTED] and I are always available to help.
- We will touch base with you all individually regularly through your first and second placement to make sure things are going well, however its best to come to us early if you can see issues arising or you are not comfortable with something.
- Another support service that we have available here at the ACMA – for all staff – is the EAP. This is the Employee Assistance Program. There are full details on our Intranet.
- ACMA's [Employee Assistance Program \(EAP\)](#) is a professional, confidential and free counselling service for employees of ACMA and their immediate family members.

- This service is provided by an independent company called Converge International. Their counsellors are qualified, experienced professionals with extensive training in counselling who can provide assistance in dealing with mental health issues.
- Their phone number is on the screen however, I will send you all an email with a link to EAP information on our intranet and their contact details.
- You can call the EAP anytime on the number provided or email them to make a face to face counselling session. They are available in all states and are good to speak to if you are having issues – work or personal.
- Security passes – As most of you are working from home, you will not yet have a security pass to access the office. When we start to move back to office working arrangements, we will arrange a time for you to get your pass. Further information on security will be provided to you by the Security team who have their presentation up next.

## **SLIDE 9**

- Questions?