



Graduate Parliamentary Service Officer



Role type

Flexible Full-time
(2 year term with possible extension)



Annual salary

AO 3.1 (\$71,151) initially with an increase to AO3.2 in the second year



Location

Parliament House, Brisbane CBD

Graduate Program 2025

The Queensland Parliamentary Service Graduate Program provides you with an opportunity to make a positive difference to parliamentary democracy in Queensland and build a rewarding career within an agile and diverse environment.

Throughout the two-year program, you'll rotate through the four divisions of the Parliamentary Service:

- Assembly and Committee Services (*Committee Office, Chamber and Education Services and Reporting/Hansard*)
- Information Services (*Parliamentary Library, IT, Communications and Marketing*)
- Corporate and Electorate Services (*Human Resources, Financial and Administrative Services, Electorate Office Liaison*)
- Property and Facility Services (*Catering, Security and Attendants, Electorate Accommodation, Precinct/Property Services*).

These rotations will expose you to a wide variety of work projects across all the functions of a working Westminster Parliament.

Your areas of interest and growth will be matched with specific projects across the Parliamentary Service, providing a bespoke graduate program that is just for you.

Your core capabilities

The core capabilities of this role are aligned with the values of the Parliamentary Service and include:

Innovation - produces new ideas and approaches, questions traditional ideas, and evaluates options, identifies alternative ideas, solutions and perspectives.

Learning - develops actions and systems for gathering information, and uses technology to share knowledge across the organisation.

Integrity - treats others fairly and consistently, maintains confidentiality, and admits to mistakes.

Clients - puts the customer first and delivers prompt, efficient and personalised service to customers.

People - demonstrates empathy in response to others' needs, and considers the perspective of others.

The Queensland Parliament and Parliamentary Service respectfully acknowledge the Traditional Custodians of the land on which Parliament House stands. We pay our respects to Elders, past and present.



How to apply

- ✓ Your current resume (max. 2 pages and including 2 referees)
- ✓ Tell us why working for the Parliamentary Service is for you (max. 1 page)
- ✓ Academic history
- ✓ Verification of Aboriginal and/or Torres Strait Islander peoples identity (if applying for one of the First People's graduate roles).

Remember, you can include details on your experiences at university, in work placements, volunteering, sports, clubs and societies or anything else that you think might be relevant to the role.

As part of our recruitment process, we've partnered with Chandler Macleod to conduct psychometric testing. Prior to the interview stage, your name and email address may be provided to Chandler Macleod.

Role requirements

The Queensland Parliamentary Service Graduate Program 2025 is open to graduates from all degrees and disciplines who have a keen interest in the parliament and democratic processes.

To be eligible for the program you must:

- Have completed a bachelor's degree or higher (including graduate certificate, master's degree or PhD) in the 2 years prior to commencing the role.
- Be an Australian citizen or reside in Australia and have permission, under a Commonwealth law, to work in Australia

All candidates will be required to complete employment screening and police checks prior to appointment.

Two positions are for graduates recognised in the community as having Aboriginal and/or Torres Strait Islander peoples heritage.

Find out more
on our website



Special requirement

The Parliamentary Service provides advice and support to all parliamentarians from across the political spectrum. We are politically neutral, impartial and professional.

It is a requirement of this position that you must be willing to certify that you have not, and will not during the course of your employment, engage in any political activity which would:

- jeopardise or diminish confidence in you by Members of Parliament; or
- impede you from efficient and effective performance of your duties.



2023 Graduate Parliamentary Service Officers:
Grace Harrison, Koby Tarvit and Sheree Strauss

To discuss the role, please contact our team at graduates@parliament.qld.gov.au.

First Nations applicants can also contact our First Peoples' Liaison Officer, Beryl Friday, or current Graduate Parliamentary Service Officer, Sheree Strauss, at graduates@parliament.qld.gov.au.

www.parliament.qld.gov.au

