Induction Program for 2022 Graduate Cohort

Day 1 – Monday 7 March 2022

Time	Event	Location
08:30 - 08:40	Staggered arrival time – White team s47F(1)	RG Casey - security
08:40 – 08:50	Staggered arrival time – Blue team s47F(1)	RG Casey – security
08:50 - 09:00	Staggered arrival time – Green team s47F(1)	RG Casey – security
09:10	Commencement	Gareth Evans Theatre
09:10 – 09:40	**Welcome to DFAT** Jo Talbot, CPO *Including Acknowledgement of Country*	Gareth Evans Theatre
09:40 – 09:50	Walk to rooms in Diplomatic Academy, keeping in colour groups	Group 1 - Blue - DAC Rm 1.08 Group 2 - Green - DAC Rm 1.10 Group 3 – White - DAC Rm 1.11
09:50 – 10:25	**Overview of Graduate Program** Stephen Barrow-Yu, AS Performance, Safety and Integrity Branch	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.08 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.11
10:25 – 10:45	Break – Morning Tea supplied	DAC rooms or outside
10:45 - 12:15	**Pass collection** - Collect passes in groups - Barton office tours - *Activity	RG Casey - Atrium
12:15 - 13:00	Break – Lunch supplied	DAC rooms or outside
13:00 – 13:45	**Working with the Executive, Ministers, Cabinet & Parliament** • John Geering, First Assistant Secretary, Executive Division • s47F(1) Director, Parliamentary Engagement and Support • s47F(1) Director - Cabinet, Cabinet Liaison and Strategy Section	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.08 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.11
13:45 – 14:15	**Diversity & groups & networks** – 15 mins * Inclusion activity – 15 mins • s47F(1) Director Inclusion, Leadership and Culture Section • s47F(1)	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.08 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.11
14:15 – 14:35	Break – Afternoon Tea supplied	DAC rooms or outside
14:35 – 15:15	**DFAT's People Policies, Values and Leadership** Jo Talbot **Chief People Officer** People Division	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.08 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.11
15.15 – 16.00	**Ethics and Code of Conduct** s47F(1) Ethics, Integrity and Professional Standards	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.08 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.11
16:00 - 16:30	**Security – Protecting yourself and the Department** Catherine Dobbin Diplomatic Security Division	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.08 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.11

Day 2 – Tuesday 8 March 2022

Time	Event	Location
08:30 – 08:45	Arrival White team s47F(1) Blue team s47F(1) Green team s47F(1)	
09:00	*Commencement*	
09:00 – 10:00	**Navigating HR in your first six months: Pay and conditions** **(With Q&A, including on performance and probation)** **Hubs: How they work (broad overview)** • s47F(1) • s47F(1) Director, Payroll Services • s47F(1) Director, Diversity Performance & Leadership Development *Provide a cheat sheet handout from people assist. E.g. HR 101 including hrs of work, bandwidth, start time etc, how to record timesheet*	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.27
10:00 – 10:20	Break - BYO	DAC rooms or outside
10:20 – 11:00	**SES panel** • Beth Delaney • Angela Robinson • Mark Tattersall Moderator – Stephen Barrow-Yu	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.27
11:00 – 12:00	**Computer collection** - Hand out computers 4 groups	RG Casey/DAC **RG Casey = Satin Training Room 3 – N3.207** s47E(d) **WTB = Level 2 APO Area**
12:00 – 13:00	Lunch - BYO	DAC rooms or outside
13:00 – 13:30	**ICT systems** Nicole Ozimek A.S. Cyber Security - Practical ICT - Outlook crash course - Intranet - PeopleSoft -	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.27
13:30 – 14:00	**Fraud and Risk Management** s47F(1) Director Enterprise Risk Management Section, s47F(1) Director Enterprise Risk Management Section; Organisational Strategy Branch Juliette Brassington, A.S. Risk and Assurance Branch	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.27

14:00 – 14:30	**Indigenous Diplomacy Agenda** s47F(1)	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.27
14:30 – 14:50	Break - BYO	DAC rooms or outside
14:50 – 15:20	**Staff Wellbeing, Anti-Bullying and Harassment** s47F(1)	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.27
15:20 – 15:50	**Staff and Family Office** s47F(1)	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.27

Day 3 – Wednesday 9 March 2022

Time	Event	Location
08:30 – 08:45	Arrival White team s47F(1) Blue team s47F(1) Green team s47F(1)	
08:45 – 09:00	**Social Club Information** s47F(1) This presentation is Optional for attendees	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.08
09:00	*Commencement*	DAC rooms or outside
09:00 – 10:00	**Hear it from G21s** s47F(1)	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.08
10:00 – 10:30	**PeopleAssist** s47F(1) What it is, How to access, When to use.	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.08
10:30 – 11:00	**Lumi** s47F(1) Diplomatic Academy Capabilities, and virtual walkthrough	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.08
11:00 – 11:20	Break - BYO	DAC rooms or outside
11:20 – 11:50	CPSU introduction briefing s47F(1)	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.08 *Optional attendance.
11:50 – 12:00	Walk groups to Atrium	
12:00 – 12:30	***Get to know you cohort/GES/DAC activity**	C1 Atrium – Linden and Hayley
12:30 – 13:10	Lunch - BYO	DAC rooms or outside
13:10 – 13:40	**Media, Social Media, and the Management of official information** • Chris Cannan • s47F(1)	Presenters – Gareth Evans Theatre Group 1 - Blue - DAC Rm 1.11 Group 2 - Green - DAC Rm 1.10 Group 3 - White - DAC Rm 1.08
13:40 – 14:00	**Additional Computer Collection Time**	TBC
14:00 – 14:50	**Meet supervisors**	C1 Atrium/courtyard
15:00 – 15:30	**Secretary welcome**	C1 Atrium
15:30 – 15:45	*Light refreshments with Secretary*	C1 Atrium

DAY 1 – 7TH MARCH 2022

**JO TALBOT, CPO
WELCOME TO DFAT**

7 March 22

MR STEPHEN BARROW-YU AS PERFORMANCE SAFETY AND INTEGRITY

OVERVIEW OF THE GRADUATE PROGRAM

MORNING TEA
10.25 – 10.45

LUNCH
12.15 - 1300

WORKING WITH THE EXECUTIVE MINISTERS, CABINET & PARLIAMENT

John Geering, First Assistant Secretary, Executive Division

s47F(1) Director Parliamentary Engagement and Support

s47F(1) Director Cabinet, Cabinet Liaison and Strategy Section

DIVERSITY GROUP & NETWORKS

s47F(1) Director Inclusion, Leadership and Culture Section

s47F(1)

[Jade Kennedy: Welcome to Country? | TED Talk](#)

AFTERNOON TEA
1415 - 1435

DFAT's People Policies, Values and Leadership

Jo Talbot

Chief People Officer

Diplomatic Academy.

CORPORATE SERVICES FACULTY

« INNOVATION »   « CAPABILITY »

« LEADERSHIP »   « RISK »

« PERFORMANCE »   « REFORM »

DFAT's People Policies, Values and Leadership

Jo Talbot

Chief People Officer

DEVELOPING OUR PEOPLE

Our leaders guide and empower our people to develop their capability for current and future roles and build rich and fulfilling careers.

CAREER PLANNING & SUCCESSION

Career Pathways will guide our people to take control of their careers. Highlighting opportunities to build capability through mobility, secondments, postings, and succession planning.
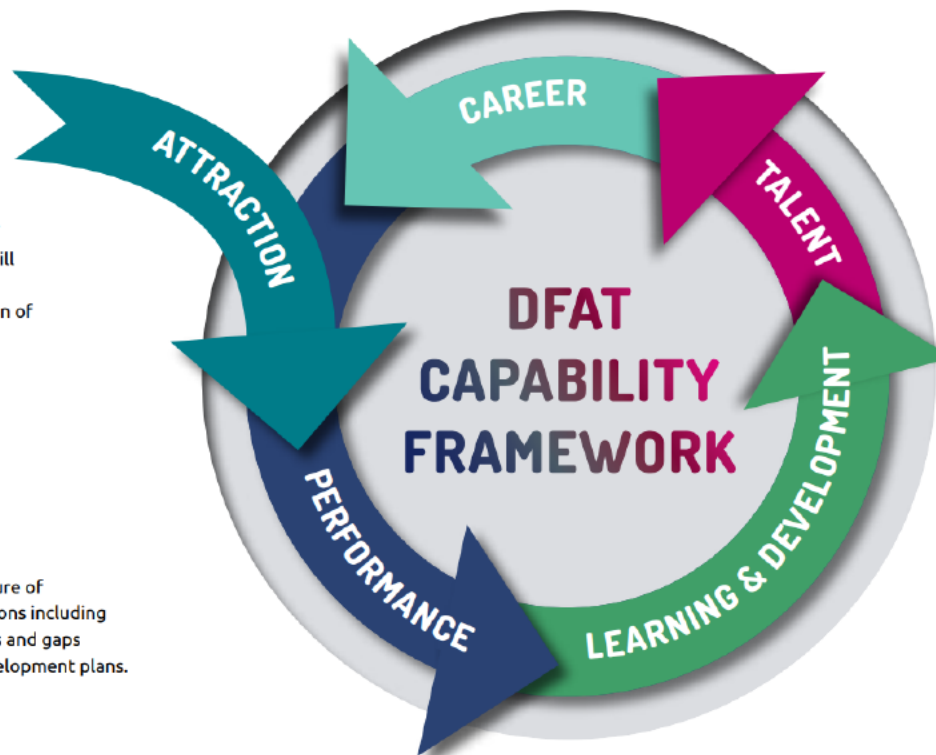
ATTRACTION

When applying for DFAT vacancies, capabilities will be the focus during the assessment and selection of candidates.

TALENT

Our talent programs will empower our people to unlock their potential, aligning individual aspirations with critical business needs.

PERFORMANCE

Capability will be a feature of performance conversations including assessment of strengths and gaps leading to targeted development plans.

LEARNING & DEVELOPMENT

Performance conversations and development plans will link to a suite of learning and development programs that align to our capability needs.

DFAT CAPABILITY FRAMEWORK

CAREER · ATTRACTION · TALENT · PERFORMANCE · LEARNING & DEVELOPMENT

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DFAT CAPABILITIES

The DFAT Capability Framework articulates the core, leadership, and role specific capabilities that

DFAT officers need to perform in their jobs.

DFAT VALUES

DFAT's Values embody the APS Values while demonstrating the department's ambition as a forward-looking agency of which we can be proud.

ROLE SPECIFIC CAPABILITIES

Are skills, behaviours and knowledge relevant to a particular role or profession.

CORE CAPABILITIES

Are common, portable skills and attributes that all DFAT officers need.

LEADERSHIP CAPABILITIES

Acknowledge our leadership practice as the foundation for an inclusive high performing culture, recognising that all DFAT officers have the capacity to lead, regardless of role or classification level.

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DFAT VALUES

Achievement

Leadership and Accountability

Valuing People

Collaboration

We uphold and promote the Australian Public Service Values: Impartial, Committed to service; Accountable; Respectful and Ethical. In addition, we place particular importance on the following agency values that define how we work and shape our culture.

CORE CAPABILITIES

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LEADERSHIP CAPABILITIES

Leadership is the ability to inspire, motivate and develop the full potential of others to achieve

outstanding results for the department, Government and the Australian People.

LEADING VISION & STRATEGY
Creates a compelling vision and demonstrates strategic judgement & stewardship.

LEADING ACCOUNTABILITY & RESULTS
Translates vision into action plans and drives excellence.

LEADING PEOPLE & TEAMS
Inspires purpose and meaning and builds teams and capacity.

LEADING CULTURE & CHANGE
Fosters healthy and inclusive workplaces, stimulates innovation and leads change and collaborates across teams and the sector.

Real leadership is being the person others will gladly and confidently follow.

John C. Maxwell

DFAT LEADERSHIP VISION

To strengthen leadership practice as the foundation for an inclusive high performing culture, to enable DFAT's purpose.
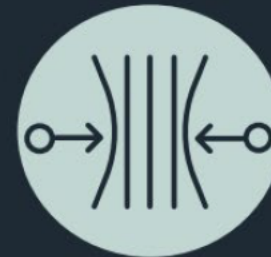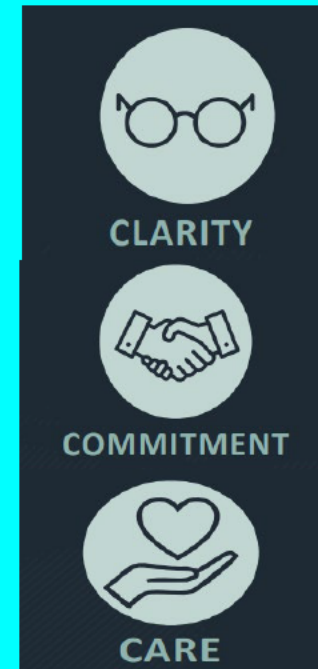
KEY LEADERSHIP PRINCIPLES

Clarity

Commitment

Care

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Personal Attributes of a DFAT Leader

People-orientation

Self-awareness

Courage

Resilience

Integrity

Drive & commitment

PEOPLE ASSIST

s47E(d)

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Any Questions?

Get in touch with us:

People Assist: s47E(d) @dfat.gov.au

Leadership: s47E(d) @dfat.gov.au

ETHICS AND CODE OF CONDUCT

s47F(1) Ethic, Integrity and Professional Standards

SECURITY – PROTECTING YOURSELF AND THE DEPARTMENT

Catherine Dobbin,
Diplomatic Security Division

DAY 2
8TH MARCH 2022

NAVIGATING HR IN YOUR FIRST SIX MONTHS

Pay and Conditions
Performance and Probation
HUBs – how they work

s47F(1)

Director Payroll Service
Director Diversity Performance &
Leadership Development

Australian Government
Department of Foreign Affairs and Trade

Novemeber 2021

PEOPLE ASSIST AND PAYROLL

s47E(d)

s47E(d)

People Assist is the '*Gateway to HR People Services*' within DFAT.

People Assist can be contacted by the

- People Assist Portal request form, or

- by phone - Helpdesk – s47E(d)

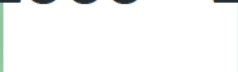HR Intranet – for all your HR artefacts and forms including useful HR Hints on many common topics.

People Assist will handle all level 1 enquiries. If they can not assist they will direct your enquiry to the correct Section in PPD.

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s47E(d)

s47E(d)

Staff Induction Program – PSS

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MORNING TEA
1000 – 1020

SES PANEL MODERATOR – AS STEPHEN BARROW-YU

Beth Delaney
Angela Robinson
Mark Tattersall

LUNCH
1200 – 1300

ICT SYSTEM

Nicole Ozimek
AS Cyber Security

FRAUD AND RISK MANAGEMENT

s47F(1) Director Enterprise
Risk Management Section;
Organisational Strategy Branch
Juliette Brassington, AS Risk and
Assurance Branch

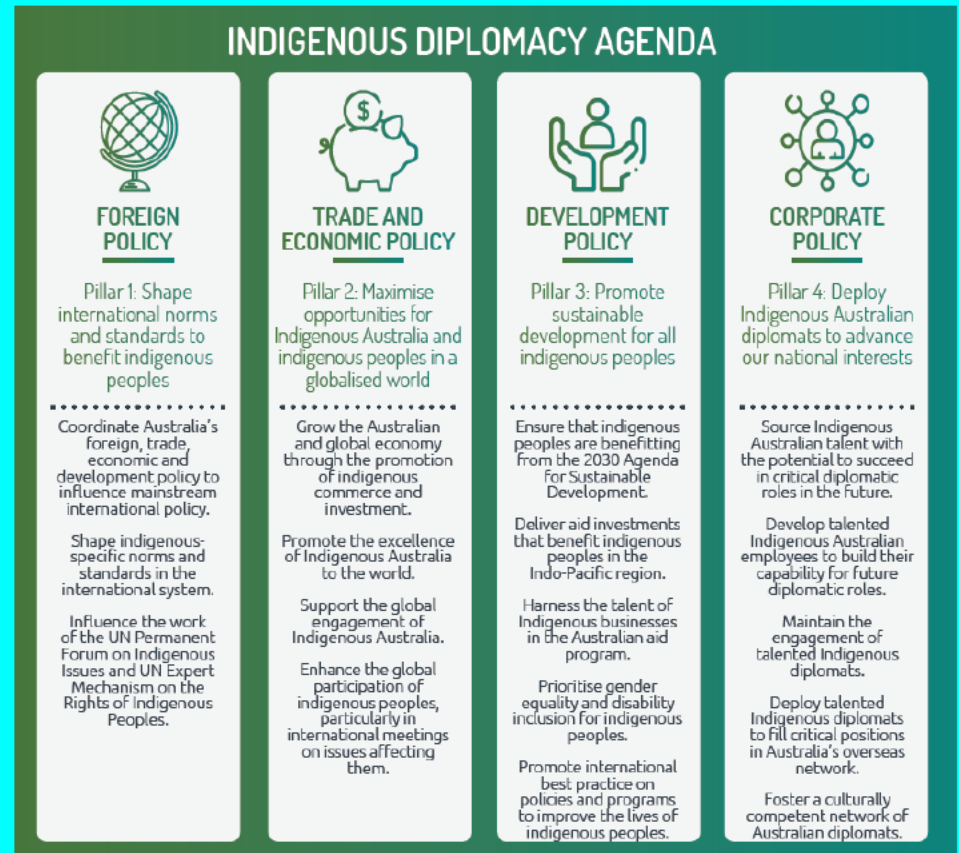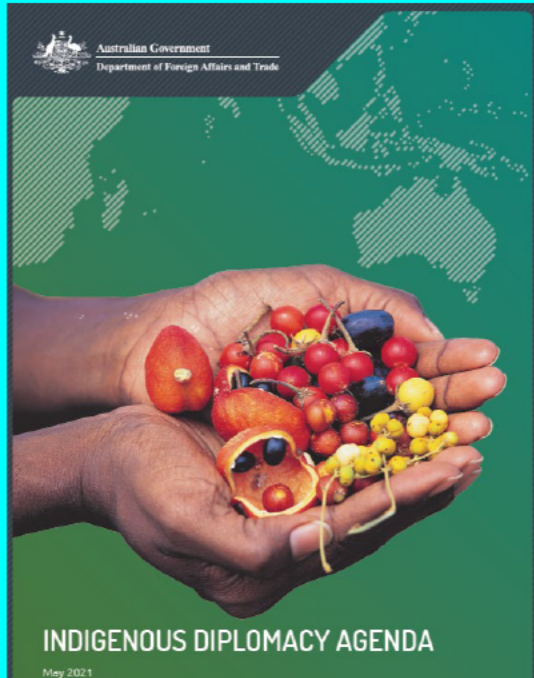# INDIGENOUS DIPLOMACY AGENDA

s47F(1)

INDIGENOUS DIPLOMACY AGENDA

FOREIGN POLICY

Pillar 1: Shape international norms and standards to benefit indigenous peoples

Coordinate Australia's foreign, trade, economic and development policy to influence mainstream international policy.

Shape indigenous-specific norms and standards in the international system.

Influence the work of the UN Permanent Forum on Indigenous Issues and UN Expert Mechanism on the Rights of Indigenous Peoples.

TRADE AND ECONOMIC POLICY

Pillar 2: Maximise opportunities for Indigenous Australia and indigenous peoples in a globalised world

Grow the Australian and global economy through the promotion of indigenous commerce and investment.

Promote the excellence of Indigenous Australia to the world.

Support the global engagement of Indigenous Australia.

Enhance the global participation of indigenous peoples, particularly in international meetings on issues affecting them.

DEVELOPMENT POLICY

Pillar 3: Promote sustainable development for all indigenous peoples

Ensure that indigenous peoples are benefitting from the 2030 Agenda for Sustainable Development.

Deliver aid investments that benefit indigenous peoples in the Indo-Pacific region.

Harness the talent of Indigenous businesses in the Australian aid program.

Prioritise gender equality and disability inclusion for indigenous peoples.

Promote international best practice on policies and programs to improve the lives of indigenous peoples.

CORPORATE POLICY

Pillar 4: Deploy Indigenous Australian diplomats to advance our national interests

Source Indigenous Australian talent with the potential to succeed in critical diplomatic roles in the future.

Develop talented Indigenous Australian employees to build their capability for future diplomatic roles.

Maintain the engagement of talented Indigenous diplomats.

Deploy talented Indigenous diplomats to fill critical positions in Australia's overseas network.

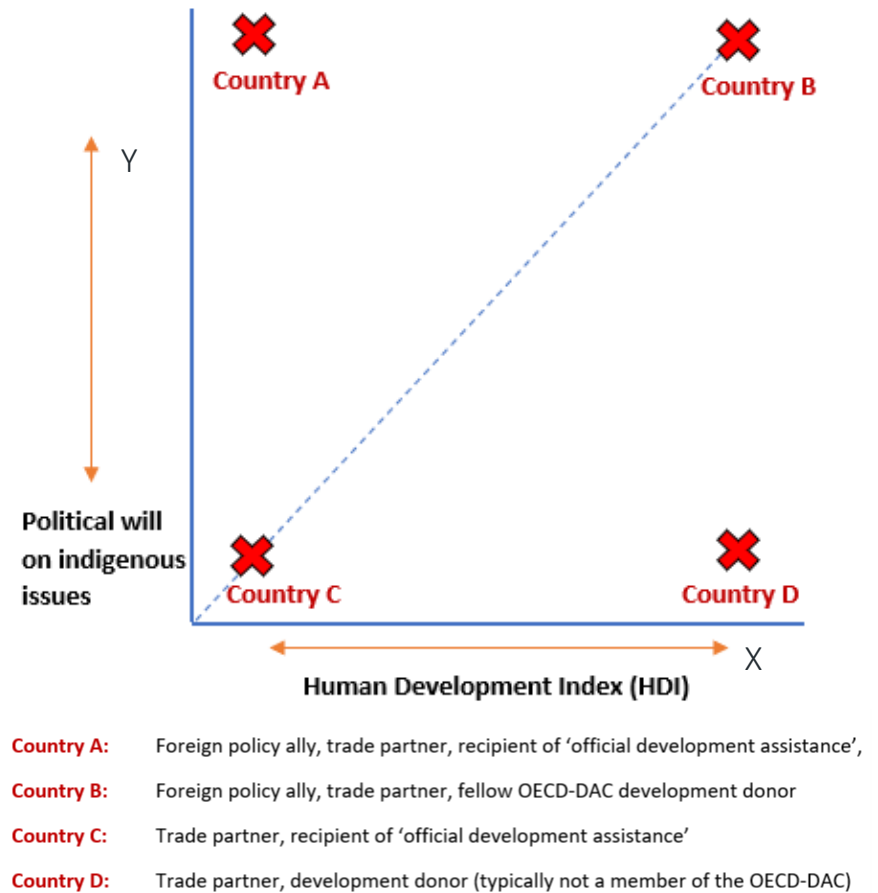Foster a culturally competent network of Australian diplomats.

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Political Economy Analysis: Indigenous Diplomacy

There are more than 370 million indigenous people spread across 70 countries worldwide.

Like Australia, domestic indigenous affairs will affect the way in which these countries engage with the world.

- Some governments acknowledge the indigenous peoples in their countries; some refuse to acknowledge them.

- Some governments are progressive in their domestic indigenous policies; and some are less so.

- Some are likely to be foreign policy allies to Australia in a negotiating room; and some are not.

- Some receive development assistance, some provide it.

- Most are likely to be our trading partner to some degree.

DFAT first needs to understand the differing motivations of key States in order to be able to anticipate their actions in the international system.

Country A:	Foreign policy ally, trade partner, recipient of 'official development assistance',
Country B:	Foreign policy ally, trade partner, fellow OECD-DAC development donor
Country C:	Trade partner, recipient of 'official development assistance'
Country D:	Trade partner, development donor (typically not a member of the OECD-DAC)

What are the possible entry points for achieving the desired outcome?

- **Informal:** have you considered convening informal dialogues or side events on the margins of a meeting to socialise your proposals, and build a coalition of supporters?
- **Formal:** can you use a formal intervention in a UN plenary meeting or negotiating room to make your case?

Who are the key bilateral or international actors that you need to influence?

- What are the **power dynamics** between these actors?
- Which actors hold power and in whose interests is it used?
- What are the **incentives** that shape the behaviour of the key actors?
- Which actors are likely to **support** your objectives?
- Which actors might try to **block** or counter your efforts?

Do you need to influence UN Member States to achieve your goals?

- What are their **domestic** priorities and concerns, and does this impact on their actions in the UN?
- What **motivates** them? How can you convince them to support you?
- Are they a traditional **ally** to Australia?

Does Australia have the political capital to influence the States' that are key to achieving our objectives?

- Is there a likeminded State(s) that may have better resources and relationships to lead on our behalf?

DFAT has the ability to influence the international system – if we target the right levers in the system with the right tools.

We should be strategic yet realistic in what we want to achieve, investing our resources where we can deliver maximum impact.

We should focus on a tiered structure of priority:

- Tier One: Top Priority
- Tier Two: Important Priority
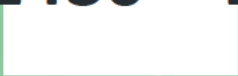- Tier Three: Regular Priority

	Economic Sector	Social Sector	Cultural Sector	Political Sector
Tier One	APEC World Trade Organization OECD	OECD Development Assistance Committee (DAC) UN High Level Political Forum on the Sustainable Development	World Intellectual Property Organisation (WIPO) UN Framework Convention on Climate Change (UNFCCC)	UN Permanent Forum on Indigenous Issues (UNPFII) UN Expert Mechanism on the Rights of Indigenous Peoples (EMRIP) UN Human Rights Council (HRC) UN General Assembly (UNGA)
Tier Two	World Bank	World Health Organisation UN development agencies (UNDP, UNICEF, UN Women)	UNESCO	UN Commission on the Status of Women (CSW) UN Economic and Social Council (ECOSOC)
Tier Three	International Monetary Fund G20 World Economic Forum	Global Action on Disability Network (GLAD) Global Partnership for Education (GPE)		UN Security Council ASEAN

UN Permanent Forum on Indigenous Issues (UNPFII)	→	UN Expert Mechanism on the Rights of Indigenous Peoples (EMRIP)	→	UN Human Rights Council (HRC)	→	UN General Assembly (UNGA) Third Committee	→	?
April-May, NYC		July, Geneva		Sept, Geneva		Oct, NYC		

- **Socialise and test ideas** at the UNPFII (inc. through side events and statements)

- **Socialise ideas with the penholders for the HRC resolution,** and other States that may support or resist your proposals in the HRC

- Work with the penholders and likemindeds to **insert your proposed text into the HRC resolution** on indigenous peoples

- Work with the UNGA 3C penholders, and likemindeds, to **insert the HRC text into the UNGA resolution** on indigenous peoples

- Insert the "agreed" UNGA 3C text in other UN fora, including in resolutions, outcome documents etc.

AFTERNOON TEA
1430 – 1450

Australian Government

Department of Foreign Affairs and Trade

DFAT STAFF INDUCTION PROGRAM:

THE STAFF AND FAMILY SUPPORT OFFICE

s47F(1)

Senior Psychologist

WHAT WE DO

OUR COMMITMENT TO YOU
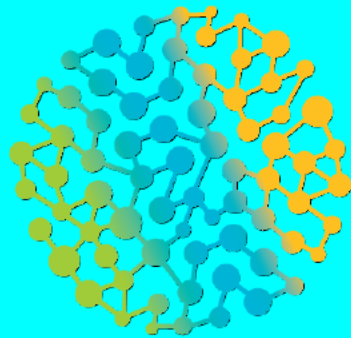
s47E(d)

THE SFO INTRANET

2022 SFO TRAINING CALENDAR

Training	Duration	January	February	March	April	May	June	July	August	September	October	November	December	Location
Mental Health First Aid	2 days	17 & 18 9:00am-5:00pm				19 & 20 9:00am-5:00pm				13 & 14 9:00am-5:00pm				DAC, Room 1.27
Mental Health First Aid (blended learning)	online + 2 hour Webex sessions (x2)			1 & 2 6:00am-8:00am				13 & 14 2:00pm-4:00pm				8 & 9 6:00pm-8:00pm		Online modules + Webex
Mental Health First Aid Refresher	4 hours		9 9:00am-1:00pm						9 9:00am-1:00pm					DAC, Room 1.27
Mental Health for Managers	4 hours		17 9:00am-1:00pm		13 9:00am-1:00pm		14 9:00am-1:00pm		23 9:00am-1:00pm		5 9:00am-1:00pm		6 9:00am-1:00pm	DAC, Room 1.27
Stress Management and Self-care	30 minutes	27 12:00noon-12:30pm			12 12:00noon-12:30pm			5 12:00noon-12:30pm			12 12:00noon-12:30pm			DAC, Room 1.27
Working with Objectionable Materials	2 hours		15 9:00am-11:00am						18 9:00am-11:00am					DAC, Room 1.27
Settling Back in Australia with Children	1 hour		7 12:00noon-1:00pm					6 12:00noon-1:00pm						DAC, Room 1.27
Psychological First Aid	4 hours			9 9:00am-1:00pm						22 9:00am-1:00pm				DAC, Room 1.27
Mental Health First Aid for the Suicidal Person	4 hours			23 9:00am-1:00pm			21 9:00am-1:00pm			29 9:00am-1:00pm			13 9:00am-1:00pm	DAC, Room 1.27
Wellbeing for Unaccompanied Officers (Webex)	1 hour					5 (8:00am or 2:00pm) & 6 (7:00pm)				18 (8:00am or 2:00pm) & 19 (7:00pm)				Webex
Pre-posting Preparation for Parents	75 minutes					26 1:30pm-2:45pm						29 9:00am-10:15am		DAC, Room 1.27
LES: Well-being and Reducing Mental Health Stigma (Webex)	1 hour					10 (8:00am or 2:00pm) & 9 (7:00pm)						15 (8:00am or 2:00pm) & 14 (7:00pm)		Webex

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HOW TO CONTACT US

LifeWorks EAP

Phone: [s47E(d)] (Australia) or [s47E(d)] (O/S)

Website: www.lifeworks.com

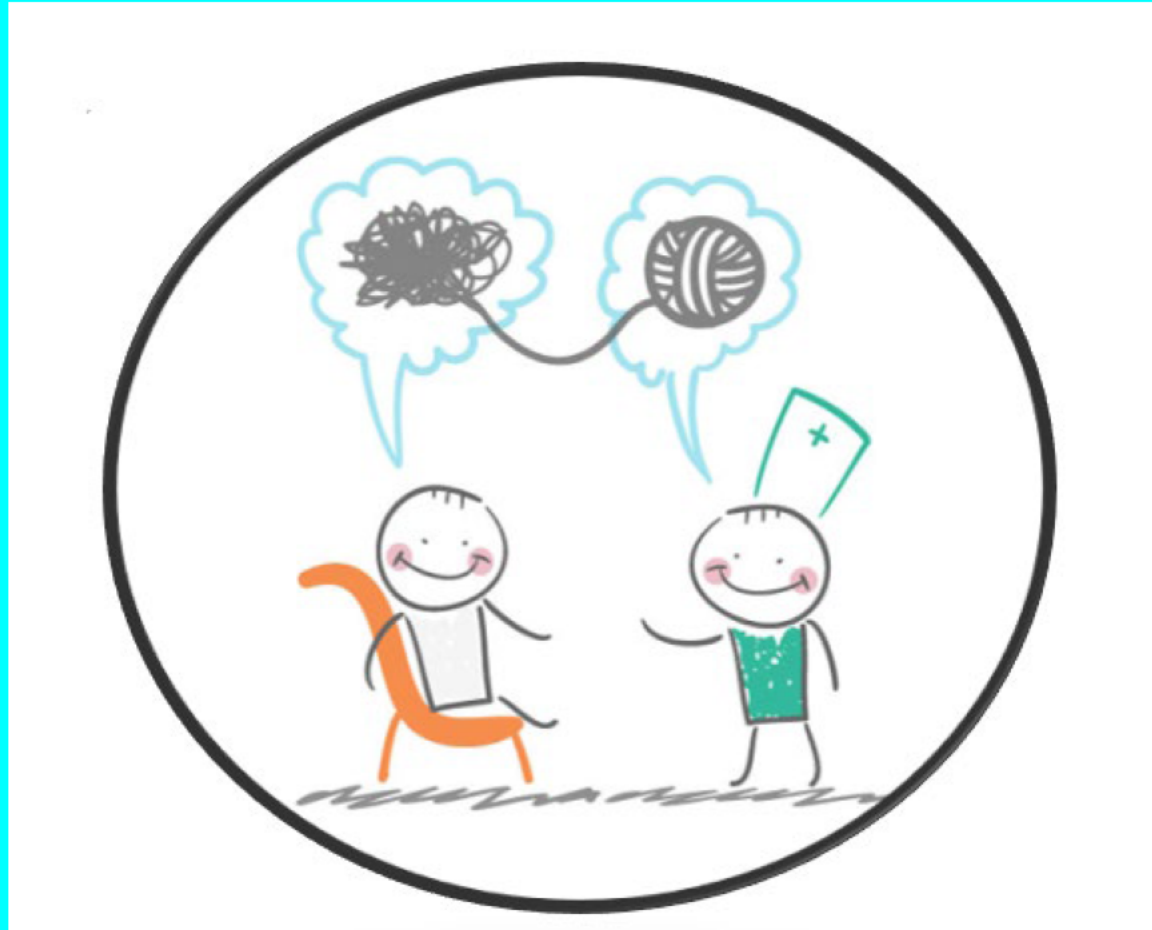Username and access code: [s47E(d)]

Staff and Family Support Office

Phone: [s47E(d)] (office hours) or [s47E(d)] (after hours emergencies)

Website: DFAT SFO Intranet

Email: [s47E(d)]@dfat.gov.au

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ANY QUESTIONS?

Australian Government

**Department of
Foreign Affairs and Trade**

DAY 3
9TH MARCH 2022

SOCIAL CLUB INFORMATION

s47F(1)

HEAR IT FROM G21S

s47F(1)

PEOPLE ASSIST

s47F(1)

LUMI

s47F(1)

Diplomatic Academy Capabilities and Virtual Walk through

MORNING TEA
1100 - 1120

CPSU – INTRODUCTION BRIEFING

s47F(1)

LUNCH
1230 – 1310
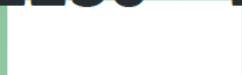
MEDIA, SOCIAL MEDICA AND THE MANAGEMENT OF OFFICIAL INFORMATION

Chris Cannan

s47F(1)

Australian Government

Department of Foreign Affairs and Trade

Information Management & Technology Division

DFAT Induction Program 2021

Presented by Chief Information Officer – Matt Smorhun

IMD Overview

s47E(d)

@DFAT DFAT.GOV.AU

s47E(d)

DFAT will soon launch its ICT Strategy s47E(d)   .

s47E(d)

ICT Services

IMD supports DFAT and Partner Agency staff across the globe 24 hours a day, 7 days a week. Information on ICT support and services is located on the ICT Intranet homepage.

myiT	MyIT (Remedy)	MyIT (also known as Remedy) a web-based portal that can be accessed from any ICN Low or High desktop or laptop, from any location across the DFAT global network.
GSC Global Support Centre	For urgent assistance with any ICT matter: s47E(d)	For routine requests, complete the relevant ICT Request or Report a Fault form in MyIT For staff without access to MyIT, email the s47E(d) @dfat.gov.au with your request.
Cyber Security Support	For Cyber Security specific assistance, refer to the Cyber Security Support page.	IMD delivers Cyber Security specific support services to all DFAT staff. The Cyber Security Support page provides key information, direction and contacts.
Ministerial Support	s47E(d) @dfat.gov.au	In conjunction with EXD, IMD delivers ICT support services to Portfolio Ministers and Parliamentary Secretaries, their offices and staff.

@DFAT DFAT.GOV.AU

ICT Services

IMD will provide you with a desktop, laptop and MobileIron to access the DFAT ICN Low network anywhere and anytime.

- DFAT **desktop** $^{s47E(d)}$

- **Surface Pro** $^{s47E(d)}$

- **MobileIron** $^{s47E(d)}$

- IMD keeps you connected with our global network through our audio visual meeting rooms and video conferencing facilities via **Webex.**

🐦 @DFAT DFAT.GOV.AU

Cyber Security

Know your responsibilities:

- Look out for and report cyber red flags like phishing emails.

- Create strong passphrases.

- Forward spam as an attachment to
  s47E(d) **@dfat.gov.au**

- Report strange system issues to
  s47E(d) **@dfat.gov.au**

Phishing
A broader term that covers any type of attack that tries to fool a victim into taking some action. Does not have a specific target.

Spear phishing
A type of phishing that targets individuals.

Whaling
A form of spear phishing that targets high-ranking victims within a company.

🐦 @DFAT DFAT.GOV.AU
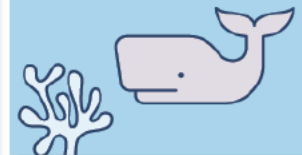
What's coming in 2021/22

s47E(d)

Microsoft TEAMS app rollout
Unified productivity tool, enabling DFAT staff to connect and collaborate more effectively together and with our partner agencies.

Network Modernisation Program
Improving network connectivity and internet breakout at Post.

Improved remote access and faster access to local apps and data
Simplifying access to local information at Post.

New laptops to all A-based staff at Post
Delivering more reliable and secure access to ICN low.

Cyber Security
Launching a three-year Cyber Strategy to improve frontline Cyber Security practices and technology.

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Feedback and Suggestions?

Email: ^s47E(d) @dfat.gov.au

Questions?

🐦 @DFAT DFAT.GOV.AU

Australian Government

Department of Foreign Affairs and Trade

DFAT GRADUATE PROGRAM INDUCTION HANDBOOK

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WELCOME

The Australian Department of Foreign Affairs and Trade (DFAT) would like to welcome you to our Graduate Program.

We're excited that you've chosen our department to commence your career in the Australian Public Service (APS). We hope that your experience over the two-year program produces a range of opportunities to learn about the world of diplomacy, the APS and the wide variety of work that we do.

In this handbook you'll find information about the training program for the next three days, as well as an overview of the graduate program and important dates for the duration of the program. It's expected you will become familiar with the content of this handbook prior to your commencement.

This handbook will serve as your first point of reference for any questions or queries you have as you get to know DFAT. We encourage you to use your initiative, get involved and make the most of the opportunities you're presented with.

We wish you the best of luck and look forward to working with you throughout the duration of the program.

s47F(1)

A/g Director
Graduate and Early Career Management Section
DFAT Canberra

s47F(1)

Director
Learning Program Management Section
DFAT Canberra

March 2022

DFAT GRADUATE INDUCTION PROGRAM

The DFAT graduate induction program takes place over three days, providing a valuable introduction to working at DFAT and an understanding of the various areas of the department in which you will operate. The induction program includes:

- Secretary's welcome to DFAT;
- an overview of the Graduate Program;
- an introduction to working in the department;
- an opportunity to meet and hear from Senior Executive Service (SES) officers;
- opportunities to network with fellow new starters, current and past graduates from the department;
- site tours of the Canberra offices; and
- training that will equip you with crucial capabilities for the first day of operations in your DFAT career.

During this induction, you are expected to arrive at scheduled sessions and locations ahead of time. If running late, please notify Graduate and Early Career Management Section (GES) or Learning Program Management Section (LPS).

Due to COVID-19 restriction requirements, you will be split into three groups. <u>Please familiarise yourself with the group, room and building to which your group is allocated.</u>

The schedule and venues are subject to change. The GES and LPS will take appropriate action to ensure you are informed of any changes to the schedule or venue ahead of time.

DFAT GRADUATE PROGRAM OVERVIEW

The DFAT Graduate Program is a two-year entry-level employment and development program designed to give you the foundation to develop your skills, knowledge and understanding about the work of DFAT and the wider APS.

The graduate program provides a great opportunity to start a career in the public sector, where you can contribute to and influence public policy and programs. The program equips you with necessary skills to support you in your DFAT career, including the opportunity to complete four work placements.

You will complete four placements over a two-year period, with placements spread over multilateral/bilateral, corporate, development, policy or trade areas of the department. The aim is to expose you to a wide cross-section of the department's operations.

Over the program, you will receive ongoing communication and support from the GES and LPS. GES are responsible for coordinating and managing all functions relating to the management of Graduate and Early Career Programs. LPS are responsible for graduate's learning and development, which is delivered through the Diplomatic Academy (DAC).

During the first year of the Graduate Program, you will be allocated a buddy and an SES mentor to further support you through the program.

Workplace placements

During your four work placements, you will get first-hand experience in a selection of the department's diverse range of priorities, which may include the following:

- bilateral economic and political relations;
- international trade negotiations, investment and economic analysis;

- humanitarian assistance;
- international development and aid program management;
- international security;
- public diplomacy;
- commercial, administrative and international law;
- multilateral and global issues;
- financial, human resource and asset management; and
- consular and passport services.

In your first year, your placements are matched against your degree/experience and stream requirements. In your second year, you are able to express a preference about where you would like your final two placements. GES aims to allocate placements that are different to your first-year placements according to the listed opportunities and Group priorities. This provides important diverse opportunities across the department.

Division and Branch heads may move you within their Division/Branch to enhance your placement experience or to address operational requirements. Sometimes, People Division (PPD) may need to move you at short notice to monitor Senate Estimates, task forces, or for other operational needs.

Learning and Development

Over the two-year's, you will undertake a tailored learning package consisting of professional development courses, briefings, self-paced and self-directed learning and workshops delivered through the Diplomatic Academy (DAC). The learning and development opportunities made available to you are key to your development as a highly capable DFAT officer and APS employee. The learning activities specifically align the experiences you will receive whilst on placements and to provide opportunity for success in your future DFAT and APS career. It is expected that you engage in all opportunities and commit to a continuous learning and growth mindset.

Graduate Roles and Responsibilities

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

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

Graduate Supervisor roles and responsibilities

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

- provide challenging and meaningful work—identifying potential projects, tasks or other work in advance of the graduate's commencement;

- provide effective coaching and support—allowing you sufficient time to meet set tasks and undertake all Graduate Program activities, including attending the required learning and development activities throughout the program;
- deliver effective performance discussions—establish performance and behavioural expectations with you at the commencement of your placement and develop a Performance and Development Agreement (PDA) within the first two weeks of your placement;
- 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; and
- work with the GES team if there are any concerns.

Buddy and SES Mentor

The role of a buddy is to provide moral support to you during the Graduate Program. The buddy may introduce you to other colleagues and show you around the workplace. Your buddy should be able to share tips, knowledge and skills they have learned during their time working at DFAT.

The role of an executive mentor is to counsel and encourage, as well as offer knowledge, insight, perspective or wisdom to help you grow and succeed with your overall career and professional development. For the mentoring relationship to be successful, mentors and mentees must be active and committed to the relationship.

Both relationships are not monitored by the graduate team, it's an individual arrangement. However, we will support and assist if there are any concerns.

Performance Management

Effective performance management through regular, ongoing and meaningful conversations helps identify key deliverables and performance expectations, which supports your work and achievement of business objectives.

Together with your supervisor, you'll develop a PDA which will outline your key responsibilities, work goals and learning and development opportunities. This should occur within the first two weeks of you starting in each of your placements.

You are expected to engage in regular performance discussions with your supervisor throughout your placements. Closer to the end of each placement, your supervisor will give you an overall appraisal and finalise your PDA. It is expected that you will achieve a minimum rating of 'Satisfactory' at the completion of each placement.

Probation and Advancement

Your employment is subject to a 6-month probation period.

It is an essential formal opportunity to assess demonstrated on-the-job suitability in DFAT and the APS. Throughout the Graduate Program, your performance, attendance, attitude and adherence to the APS Values and Code of Conduct will be observed and recorded. Appraisals of your overall performance will be recorded at the mid-way point and at the end of your first placement.

At the completion of your first full performance cycle following your commencement, you will be entitled to progress from APS 3.2 level to the APS 4.1 level subject to:

- successful completion of the probation period;
- an individual performance rating of at least 'Performing Well'; and
- completion of all mandatory training and development activities.

Where you do not meet the requirements of the Graduate Program, your employment may be terminated in line with section 29 of the Public Service Act 1999.

Key contacts and resources

GES will be your main point of contact for assistance with Graduate Program matters. However, it's expected you'll become familiar with the content in this handbook, as well as the DFAT Enterprise Agreement 2019 and the Human Resources Manual (HRM). Generally, all the information you need to know can be found on DFAT's intranet. The intranet is your first point of reference for any questions you have about your employment or processes.

GRADUATE PROGRAM MATTERS
s47E(d)@DFAT.GOV.AU

GRADUATE LEARNING AND DEVELOPMENT MATTERS
s47E(d)@DFAT.GOV.AU

HR MATTERS
For enquiries including payroll, leave and timesheets
s47E(d)   @DFAT.GOV.AU

IT MATTERS
For enquiries including ICT products, services, support and training
Global Support Centre (GSC) – s47E(d)   OR s47E(d)@DFAT.GOV.AU

IMPORTANT DATES

Training recall days

Training recall days are required attendance and will be held on every third Wednesday of the month. Recall days are designed to complete required DFAT training and participate in practical training workshops. The first recall day is scheduled for 20 April 2022.

Training blocks

Training blocks are required attendance and will be held over a two-week period commencing on 10 – 21 October 2022.

Work Placements

Placement dates are as follows:

- 10 March 2022 – 23 September 2022
- 3 October 2022 – 7 April 2023
- 24 April 2023 – 15 September 2023
- 2 October 2023 – end of Feb 2024

*DATES ARE SUBJECT TO CHANGE

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NOTES PAGE

2022 Graduate Onboarding and Induction Experience Survey [SEC=OFFICIAL]

The survey will take approximately 5 minutes to complete.
Responses can be work related, only up to OFFICIAL

. . .

* Required

1. **How did you find the overall onboarding experience prior to your arrival on Monday, 7 March 2022?** (This can include your experience at assessment centres, and communications prior to your commencement). *

   (1 being poor and 5 being excellent)

1	2	3	4	5
○	○	○	○	○

2. **How relevant/informative did you find the induction program?** *

   (1 being poor and 5 being excellent)

1	2	3	4	5
○	○	○	○	○

3. **Did you find the induction program duration to be sufficient?** *

   ○ Yes

   ○ No, too long

   ○ No, too short

○ | Other |

4. **What did you enjoy most about the induction program?** *

| Enter your answer |

5. **What would you change about the induction program?** *

| Enter your answer |

6. **Did you find there was sufficient support available to you during the induction program?** *

(1 being poor and 5 being excellent)

| 1 | 2 | 3 | 4 | 5 |
| ○ | ○ | ○ | ○ | ○ |

7. **Any other comments** *

| Enter your answer |

Submit

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