



SA Housing Authority Graduate Program Frequently Asked Questions (FAQs)

What is the SA Housing Authority Graduate program?

The SA Housing Authority's Graduate Program provides entry-level employment pathways into the public service for university graduates from a broad range of university courses and disciplines, as mentioned in the role descriptions.

The Program provides 12 month employment contracts, with on the job training and development opportunities. We have roles available across a range of functions including corporate services, policy development and program development roles. While the graduate positions offered may not relate specifically to Graduates' field of study, they build on research, project management and analysis skills gained through university studies.

Am I eligible to apply for the SA Housing Authority (the Authority) Graduate Program?

To be eligible to apply for the Graduate Program you need to have completed a minimum three-year degree within the last three years or will complete your degree at the end of the current year, from a registered Australian university. If you have completed multiple degrees or postgraduate studies beyond a bachelor's degree, we will consider the date of your most recent university qualification.

You must also be an Australian citizen or legally entitled to work in Australia for the length of the contract. Please provide the details of any visas and any applications being processed.

All roles within the Authority will be required to complete a National Police Clearance (NPC) prior to being employed. If you are invited for interview, you will be required to bring 100 points of identification along for this process.

What information is required in the cover letter?

The Graduate Program application includes a cover letter. You are asked to provide an example of your knowledge/skills/experience against each of the selection criteria listed in the role description, using the 'STAR' approach.

The STAR approach includes outlining a specific example/situation in which you demonstrated the knowledge/skill/experience requested in the section criteria. You are then asked to provide details of the example, including the task you were required to complete, what actions you took, and the result you achieved. For example, if the selection criteria required you to demonstrate 'advanced written and verbal communication skills' you would provide a specific example of when you have demonstrated advanced writing and verbal communication skills, such as a university assignment which involved a written report and oral presentation and include the following key information:

- **Situation:** Provide a brief summary of the situation you have chosen to use as an example eg a university assignment, a situation that arose while undertaking paid-work
- **Task:** Describe what your task was, what were you asked to do, what were you responsible for?
- **Action:** Describe the specific actions or things that you did, what steps were involved in completing the task or meeting your responsibilities?
- **Result:** What was the outcome from your action, did you receive any feedback about what you achieved?

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We pay close attention to the examples of your skills and experience detailed in your cover letter when undertaking the first round of applicant shortlisting. It is therefore important that you provide an example for each of the selection criteria listed in the Role Description. You can use examples from any past experiences, including, but not limited to your studies, work, or volunteering experiences.

When do applications close?

You will normally have two weeks from when applications open to submit your completed application.

What happens once I have applied for the Graduate Program?

You will receive a confirmation receipt for your application via the email address you applied with. Please make sure you check your 'junk' mail. The relevant selection panel will receive and review your application.

How many graduate roles are available in the Authority?

The Authority will recruit a number of graduates determined by current business needs and budget considerations.

How long does the recruiting process take?

We aim to finalise the recruitment process as expediently as possible. A commencement date for successful applications will be advised during the recruitment process.

Are there age limits for applicants?

There are no age restrictions. Graduates are selected through a merit-based process where your capabilities and demonstrated competencies are measured against the selection criteria.

Where are the positions located?

The positions may be located at any SA Housing Authority location across the Adelaide CBD or metropolitan areas. The location of specific Graduate roles will be indicated on the advertisements.

What are the working hours?

Full time employees will be expected to work 37.5 hours per week, or 7.5 hours per day 5 days per week. The Authority provides employees the opportunity to take advantage of flexible work arrangements such as flexitime, part time employment, compressed weeks and working from home. Any flexible working arrangements are subject to your manager's approval and business needs.

What will I be paid?

Graduates are recruited to the ASO2 classification, plus 10.5% superannuation.

Do you have a role description for each graduate role?

Yes, we do have role descriptions for each graduate role specific to their business units. They will be included in the job advertisements for you to review. If you are invited to an interview, you will also be given some information by the selection panel prior to you attending.

Can I defer my offer of a place in the program until the following year?

No. The graduate program and any offer received is for the year specified only. You will need to reapply to be considered for any further programs.

What happens after the 12-month graduate contract?

There is a possibility of contract extension after your 12-month graduate contract. If your business unit cannot offer you further employment, after 9 months into your contract we encourage and support graduates to explore different development and employment opportunities within the Authority and broader SA Public Sector.

Graduates have access to the internal expression of interests (short term contracts) and the I Work for SA website as SA Public Sector employee. The Graduate Program will allow you to build your skills, experiences, and networks, which will assist you in securing further employment after the graduate year.