

## **Career options: Politics & Government**

Students of Politics & Government study the theory, origin, development, interrelationships and functioning of political institutions and movements as well as individual, group and mass political behaviour and their relationship to society and the economy.

This degree equips graduates with an excellent grounding in clear and rigorous thinking, valued in all sectors of the workplace. Graduates can be expected to have flexible, broadly-based skills in writing, analysis & synthesis of information, research and policy-making.

In addition to knowledge and skills directly related to your program of study, you have also developed a range of other skills (e.g. teamwork, analytical, communication) through academic study, employment, voluntary work, sporting activities and life experience. These are often referred to as transferable skills because they can be utilised in different environments. Recognising the value employers place on these skills is an important factor in your graduate job search.

### **Occupations and industries**

Politics & Government graduates are employed in a wide range of occupations and industries including:

Federal, state & local government	Public relations consultants
Political parties	Embassies & consulates
Ministerial offices	Media: print, broadcast & on-line
Advocacy & lobby groups	Not for profit sector
Think tanks & centre for political analysis	Management consultancies
Electorate offices	Opinion pollsters
Intelligence agencies	Corporate sector
Foreign affairs	Social research consultants
Trade unions	Electoral commissions

### **Positions and employers**

Many graduate employers recruit from a wide range of disciplines. The major directory of graduate recruitment in Australia, [Graduate Opportunities](#), lists employers by the disciplines from which they are recruiting. You might be surprised by the range of employers recruiting from your degree and the sectors of the workplace where you might establish a career.

Examples of positions and employers include:

Graduate Administrative Assistant	ACT Government Housing
Contracts and Projects Coordinator	Caboolture Shire Council
Contracts Coordinator	Caltex
Contract Manager	Boeing
Contracts Officer	Department of Defence
Electorate Officer	Minister of Parliament
Industrial Research Officer	United Firefighters Union
Policy Officer	Department of Local Government & Planning
Project Officer	Department of Family & Community Services
Senior Policy and Research Officer	Queensland Treasury
Administrative Services Officer	Australian Electoral Commission
Member of Parliament	Australian Government
Principal Policy Officer	Disability Services Queensland
Research Officer	Griffith University
Project Officer	Department of Public Works, Queensland
Union Official	LHMWU Queensland Branch
Divisional Returning Officer	Australian Electoral Commission
Counsellor Advocate	QPASTT
Policy Officer	Australian National Training Authority

## Vacancies on-line

### Australia

- [Australian Defence Force Recruiting](#)
- [Australian Public Service recruitment](#)
- [Brisbane City Council vacancies](#)
- [Byron Employment](#)
- [Careerone](#)
- [ComJobs communications vacancies](#)
- [Graduate Opportunities](#) (the major directory of graduate recruitment in Australia)
- [Mycareer](#)
- [New South Wales Government jobs](#)
- [ProBono Australia](#) (Skilled professionals voluntary positions in not for profit organisations)
- [Queensland Government Jobs](#)
- [Seek Campus](#) (specialist Australian graduate recruitment)
- [Unijobs](#) (Vacancies of all types in Australian universities)

### International

Country	Website
Worldwide	<a href="#">Career Jet</a> (Use keyword: graduate)
Worldwide	<a href="#">Going Global</a>
Asia	<a href="#">Alpha-Maps</a>

Asia - Banking and finance	<a href="#">Grad Asia Banking and Finance</a>
Asia - Engineering	<a href="#">Grad Asia Engineering</a>
Asia - IT	<a href="#">Grad Asia IT</a>
China	<a href="#">Grad China</a>
Europe	<a href="#">European Union job opportunities for graduates</a>
Europe	<a href="#">Eurograduate live</a>
India	<a href="#">FreshersHome</a>
Indonesia	<a href="#">JobStreet Campus Indonesia</a>
Ireland	<a href="#">GradIreland</a>
Malaysia	<a href="#">Graduan</a>
Malaysia	<a href="#">JobStreet Campus Malaysia</a>
Philippines	<a href="#">JobStreet Campus Philippines</a>
Singapore	<a href="#">Contact Singapore</a>
Singapore	<a href="#">JobStreet Campus Singapore</a>
Thailand	<a href="#">JobStreet Campus Thailand</a>
United kingdom	<a href="#">Prospects Web UK</a>
United Kingdom	<a href="#">TARGETjobs</a>
United States	<a href="#">Quintessential Careers</a>
United States	<a href="#">United Nations Headquarters graduate internships</a>
Worldwide	<a href="#">World Bank careers</a>

## Targeting potential employers

Many work opportunities are not advertised. It is common practice for jobseekers to search out these opportunities. When approaching potential employers, conducting research to identify links between your selling points (your skills, experience, interests and qualifications) and an employer's needs, increases your chances of success. Research will also reduce the number of approaches you need to make, saving you time in the end. Developing and using your personal and professional networks is also a valuable tool in finding these 'hidden' opportunities.

## Australia

- [Australian Government departments](#)
- [Australian Newspapers](#)
- [Australian Political Parties](#)
- [Australian Universities](#)
- [Australian Publishers & Booksellers](#)
- [Law Firms in Australia](#)
- [Electoral Commissions in Australia](#)
- [Federal Lobbyists](#)
- [Foreign consulates and embassies in Australia](#)
- [Film, TV & Advertising Industry Directory](#)
- [Local Governments in Australia](#)
- [Market & Social Research Companies in Australia](#)
- [NGO's & interest groups in Australia](#)

- [Not for Profit organizations in Australia](#)
- [Queensland Government Departments](#)
- [Trade Unions](#)

### International

- [Australian embassies / consulates overseas](#)
- [Embassies & consulates worldwide](#)
- [Governments worldwide](#)
- [Newspapers worldwide](#)

### Employment prospects and starting salaries

[Gradsonline](#) provides information on employment rates and median starting salaries by field of study, for Australian university graduates surveyed four months after graduation. Information on occupations Australia-wide, such as the size of the workforce, employment prospects and average weekly earnings is available from [JobOutlook](#).

### Professional associations

Joining a professional association is a great way to meet people in your field, who can assist you to explore your career options and potentially find employment opportunities. These associations exist in every field of employment and hold regular professional development and networking events. Students are welcome to join, and membership can cost as little as \$60 per year.

- [International Australian Studies Association](#)
- [Australasian Political Studies Association](#)
- [Australian Institute for Aboriginal & Torres Strait Islander Studies](#)
- [Ecopolitics Association of Australia](#)
- [Editors' Societies in Australia](#)
- [Institute of Public Administration Australia](#)
- [Local Government Managers Association](#)
- [Professional Historians Association of Queensland](#)

### Other useful links

- [Careers in history](#)
- [Careers in political science & international relations](#)
- [Careers in public policy & public sector management](#)

### Sample graduate job advertisements

**Department of the Prime Minister and Cabinet Graduate Program** The Department of the Prime Minister and Cabinet's primary role is to support the Prime Minister, the Cabinet Secretary and the Cabinet, and to achieve a coordinated and innovative approach to the development and implementation of government policies. The key matters we deal with include:

\*Policy advice and administrative support to the Prime Minister – We provide strategic advice to the Prime Minister and the Cabinet Secretary on a range of issues including all matters considered by Cabinet. We have a particular responsibility for policy coordination across government, working with central and line agencies to ensure the advice given is sound and well-coordinated.

\*Assistance to the Cabinet, its committees and the Federal Executive Council – We provide support for meetings of the Cabinet and the Federal Executive Council that aid in decision-making.

\*Coordination of government administration

We are the primary source of advice on machinery of government matters and interaction between the parliament and public service.

\*Intergovernmental relations – We actively advance cooperation between the Australian Government and other governments in Australia through the Council of Australian Governments (COAG).

\*Government ceremonial and hospitality – We provide high-level support for major events, such as visits by Heads of State, ceremonies and State occasions.

\*Australian honours and symbols policy – We are responsible for policy advice, operational support, and for raising awareness about the Australian honours system and national symbols.

The Opportunity

We offer:

\*a unique, fast-paced environment with exposure to high-profile and challenging work

\*a Diploma of Government and credit points towards additional study

\*competitive salary packages including generous superannuation

\*four weeks annual leave and flexible hours

\*tailored professional development opportunities, and

\*strong support networks.

We Want You!

We look for the best graduates across all disciplines and life experiences. Our graduates:

\*are intelligent with strong academic qualifications

\*excel at research and analysis of information and are not afraid to be innovative

\*write and speak well

\*have excellent interpersonal skills and;

\*are responsive, enthusiastic and willing to learn.

**Office of the Public Service Commissioner (OPSC)** The role of Graduate Policy Officer has been designed to develop policy skills which will benefit the sector as a whole, by providing developmental opportunities which give the potential to advance within the Queensland Public Sector. As a Graduate Policy Officer, you will gain experience in a broad range of policy areas during multiple agency placements, dealing with a range of whole-of-government policy development issues while undertaking the following duties:

\*A range of research activities and assisting in the development of policies and other initiatives

\*Preparing policy briefings, reports and correspondence

\*Participating in meetings and provide support to implement relevant outcomes

\*Liaising on policy and procedural issues at a variety of levels in government and externally, and

\*Participating in multidisciplinary work teams involved in policy development and implementation.

This work experience, combined with formal training and personal development will equip Graduates with the knowledge, skills and ability to integrate easily into the mainstream of departmental operations.

**AusAID** provides aid to approximately 70 countries, with a strong focus on the Asia-Pacific region. Our staff specialise in, and provide expert advice on, areas of critical importance to developing countries, such as: health, education, infrastructure, agriculture, law and order, governance, the environment and economic growth.

Your role as an AusAID employee

Working for AusAID gives you a unique, first-hand insight into international diplomacy issues affecting developing countries. Your role as an AusAID employee could be as diverse as:

- preparing submissions and briefings on international development issues for the Minister for Foreign Affairs;
- representing AusAID and the Australian Government at international meetings or seminars;
- providing policy advice on economic growth, education, environment, gender, governance, health HIV/AIDS, pandemics, human rights, infrastructure, regional stability, rural development and water;
- providing support to the regional programs of Papua New Guinea, South Asia, East Asia, the Pacific, Africa and the Middle East;
- monitoring aid effectiveness (including impacts and outputs of policies and programs);
- managing relationships with non-government organisations and multilaterals such as the United Nations Children's Emergency Fund and the World Health Organisation;
- providing disaster relief support and advice to AusAID officers posted overseas following a humanitarian crisis or disaster; or
- supporting the agency in its delivery of the aid program through corporate functions such as human resources, financial management, property management, information services and public affairs.

What we're looking for

Graduates for either corporate or program and policy areas of the agency who possess:

- exceptional analytical and research skills;
- strong interpersonal, written and oral communication skills;
- cultural sensitivity and an awareness and interest in other cultures;
- initiative, drive and the highest professional and ethical standards;

- commitment to, and a keen interest in, development; and
- a commitment to working for the Government

#### Eligibility

At minimum:

- a three-year university degree,
- a keen desire to work in the Aid Program, and
- Australian citizenship.

### **Research Officer – Leading Commercial Law Firm**

This is an opportunity to join one of Australia's leading commercial law firms and to be part of the support team in providing research on Government and Regulatory Affairs.

The position of researcher would suit a junior policy officer or recent graduate of a political or economic degree. It involves monitoring the introduction of legislation in the Commonwealth and Legislative Assembly, following and analysing the development of Government policy, tracking press releases and monitoring the Hansard.

The role involves maintaining a watching brief over the media for information of significance to the firm and the partners and to ensure that the information is passed on to the employees of the organisation. Required is an understanding of Commonwealth and ACT legislative and policy processes, a high standard of written and verbal communication, strong analytical skills and experience using a variety of research tools such as the Internet. No legal experience is required for the role.

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**Updated:** November 2010