AM I ELIGIBLE TO APPLY FOR THE GRADUATE PROGRAMME?

If you can answer ‘yes’ to each of the following statements, we look forward to receiving your application:

» I am a New Zealand or Australian Citizen, New Zealand Permanent Resident or Resident, or entitled to a three-year Post-study Open Work Visa (for degree Level 7 or above qualifications).

» I have completed my studies within the last 2 years, or will have completed my studies by January 2021, and will hold a Degree-equivalent level qualification

» I am available to start on the Graduate programme full time in late January 2021.

HOW DO I APPLY?

OCG Consulting is managing the recruitment process. Applications must be submitted online via OCG's website.

You will be asked to answer a series of application questions intended to understand more about your motivations and experience, and to submit your CV and academic transcript. There is no need for a covering letter - the online questions cover the information that you would usually include in a covering letter.

WHAT ARE THE OPENING AND CLOSING DATES FOR APPLICATIONS?

Applications will be open from 6th July 2020.

Applications close on 30th July 2020.

WHEN IS THE START DATE?

26th January 2021.

ARE THE POSITIONS PERMANENT ROLES?

Yes. This is a permanent role with the Ministry of Education, with the first 18 months as a development programme. The programme includes two rotations between policy teams and education subject areas and is based in our national office in Wellington.

WHAT EXPERIENCE SHOULD I INCLUDE IN MY CV?

Include any experience that demonstrates the skills and behaviours that we are looking for (the job description has more detail on this). For example, building relationships; communication; analysis and research, teamwork/collaboration, delivering results/achievements; cultural competence, knowledge of Maori context (e.g. Te Reo/tikanga Maori).

This can include your academic background, work experience, volunteering or community experience, and any extra-curricular activities. Be sure to include information on any significant achievements, positions of responsibility or leadership roles that you have held.

Don’t exclude experience because you think it might not be directly relevant to policy work. Work experience that are very different to policy will also be relevant – for example, through retail work you will have demonstrated relationship skills. We like to see a full picture of your experience.
WHAT FORMAT/LAYOUT IS BEST FOR MY CV?

Present your information in a way that is clear and easy to understand. 2-3 pages is an ideal length. Your CV should cover:

» Your academic background – what qualification you are studying, what year you completed your qualification (or expect to complete), your major/minor.

» Work and/or volunteering experience – with job titles, dates, and key responsibilities/achievements.

» Other experience that you think is relevant – e.g. extra-curricular experience.

WHEN PREPARING MY ONLINE APPLICATION, CAN I SAVE MY ANSWERS AND RETURN AT A LATER TIME TO COMPLETE?

Yes, you will be able to save your answers and return to them at a later stage, before submitting your application. You may find it helpful to prepare your answers outside of the online process, and copy them in so that you can take your time and effectively proof read.

Try to provide us with enough information in your answers to understand your experience and your motivations, but don’t write an essay.

WHEN ASSESSING MY OVERALL APPLICATION, WHAT ARE YOU LOOKING FOR?

» Good writing skills - make sure you get someone to proof read your application to ensure there are no grammatical errors or spelling mistakes.

» An interest in pursuing a career in government policy.

» Experience that demonstrates the skills and behaviours we are looking for in our policy graduates

» Good critical thinking and analytical skills

I HAVE ALREADY FINISHED MY STUDIES, CAN I STILL APPLY?

Yes, if you have finished your studies within the last 2 years, we welcome your application for the graduate programme.

What is involved in the recruitment process?

The recruitment process involves several stages:

1. Online application and assessment – consideration of your CV, academic record and answers to the online application questions.

2. Written exercise


4. Panel interview with the Ministry of Education – behavioural style interview with 3 of our policy managers.

5. Reference checking

6. Offer

WHEN CAN I EXPECT TO HEAR AFTER SUBMITTING MY APPLICATION?

You will be contacted by OCG consulting within one week of the closing date (31 July 2020) to confirm whether or not you have made it to the next stage of the application process.

I STILL HAVE A QUESTION, HOW CAN I CONTACT YOU?

Our recruitment process is managed by a recruitment agency – OCG Consulting. If we have not been able to answer your question, please feel free to contact OCG at applications@ocg.co.nz