

TasGrad

TASMANIAN STATE SERVICE

# 2026 Graduate Development Program

Graduate handbook



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**Tasmanian Training Consortium**  
State Service Management Office  
Department of Premier and Cabinet

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In recognition of the deep history and culture of this island, TTC and the State Service Management Office acknowledge and pay our respects to all Tasmanian Aboriginal people; the past and present Custodians of the Land.



# Welcome

## Welcome to the Tasmanian State Service Graduate Development Program (TasGraD)

As a graduate, you will work in a collaborative environment where you will develop a strong foundation of relevant transferable skills and experience to ensure a successful start to your career in the Tasmanian State Service (TSS).

You will be sharing your learning journey with people across the TSS as we believe that diversity amplifies your learning. Your learning experience will support you to progress your career.

The two-year program will focus on helping you:

- develop strong communication skills
- build your personal brand and broaden your network
- understand the attributes of high-performing teams and develop your ability to collaborate with others for successful outcomes
- use design thinking methodology to apply learning to new contexts
- cultivate self-awareness, resilience, and confidence to thrive in a dynamic environment.

On behalf of the Tasmanian Training Consortium, State Service Management Office, and all the agency graduate coordinators and supervisors, I wish you an exciting, challenging and rewarding career journey in the TSS.



Amanda Russell  
Deputy Secretary  
State Service Management Office

# Program support



For all learning program enquiries,  
please contact the TTC:

Email: [TSS.Gradprogram@dpac.tas.gov.au](mailto:TSS.Gradprogram@dpac.tas.gov.au)

Phone: 6232 7511

## Graduate coordinators

For all placement enquiries, contact your agency graduate coordinator

| Agency  | Contact person   | Email  |
|---|--|--|
| Department for Education, Children and Young People | Tanisha Hefferan   | <a href="mailto:tanisha.hefferan@decyp.tas.gov.au">tanisha.hefferan@decyp.tas.gov.au</a>       |
| Department of Health                                | Allison Hanson   | <a href="mailto:allison.hanson@health.tas.gov.au">allison.hanson@health.tas.gov.au</a>         |
|   | Dorian Broomhall   | <a href="mailto:dorian.broomhall@health.tas.gov.au">dorian.broomhall@health.tas.gov.au</a>     |
|   | Eleesha Chandler   | <a href="mailto:eleesha.chandler@health.tas.gov.au">eleesha.chandler@health.tas.gov.au</a>     |
| Evita Ayap  | <a href="mailto:evita.ayap@health.tas.gov.au">evita.ayap@health.tas.gov.au</a> |  |
| Department of Justice                               | Lucy Mackey  | <a href="mailto:lucy.mackey@justice.tas.gov.au">lucy.mackey@justice.tas.gov.au</a>             |
| Department of Premier and Cabinet                   | Michelle Aulich  | <a href="mailto:michelle.aulich@dpac.tas.gov.au">michelle.aulich@dpac.tas.gov.au</a>           |
| Department of State Growth                          | Bronwyn Ashby  | <a href="mailto:bronwyn.ashby@stategrowth.tas.gov.au">bronwyn.ashby@stategrowth.tas.gov.au</a> |
| Department of Treasury and Finance                  | Liz Lamond   | <a href="mailto:liz.lamond@treasury.tas.gov.au">liz.lamond@treasury.tas.gov.au</a>             |
| Homes Tasmania                                      | Scott Smith  | <a href="mailto:scott.smith@homes.tas.gov.au">scott.smith@homes.tas.gov.au</a>                 |

# How the program works

TasGraD is a two-year program designed to help you reach your full potential in the TSS.



The program includes:

- Formal learning and development
- On the job learning
- Agency placements

## Formal learning and development

From March to December 2026, you'll take part in a range of workshops designed to help you develop a strong foundation of relevant, transferable skills to ensure a successful start to your career in the TSS.

Your learning program is managed by the TTC, a business unit of the State Service Management Office within the Department of Premier and Cabinet that coordinates training across the TSS.

The TTC team will remain in contact with you throughout the learning program, providing you with regular email updates and support.

If you have any questions along the way, you can reach out to the TTC team at any time at [TSS.Gradprogram@dpac.tas.gov.au](mailto:TSS.Gradprogram@dpac.tas.gov.au).



### LEARNING PROGRAM

|  |  |                               |  |                                      |
|--|--|-------------------------------|--|--------------------------------------|
| <p>Unscrambling Government: how government works</p> | <p>DiSC - thinking &amp; communication preferences</p> | <p>Introduction to trauma</p> | <p>Preparing documents for decision makers</p> | <p>Project management essentials</p> |
| <p>Introduction to public sector finances</p>        | <p>Public policy skills</p>                            | <p>Design thinking</p>        | <p>Getting to and through Cabinet</p>          | <p>Shaping your career</p>           |

# 2026 learning program schedule

|   | Workshop  | Trainer           | Date/time                                      | Venue                 |
|---|---|-------------------|--|-----------------------|
|    | <p><b>Unscrambling Government: how government works</b></p> <p>Discover how government really works and how your role helps make a difference within the Tasmanian State Service.</p> | Greg Masters      | <p><b>26 March</b></p> <p>9:00am – 12:30pm</p> | Hadley's Orient Hotel |
|    | <p><b>DiSC – thinking and communication preferences</b></p> <p>Get and understanding of yourself and how you connect with others to build strong, positive relationships at work.</p> | Rachel Moore      | <p><b>15 April</b></p> <p>9:00am – 4:00pm</p>  | Salamanca Inn         |
|  | <p><b>Introduction to trauma</b></p> <p>Gain an understanding of how trauma affects people and learn how to create safer, more supportive interactions in the workplace.</p>          | Lifeline Tasmania | <p><b>1 May</b></p> <p>9:30am – 4:30pm</p>     | Salamanca Inn         |
|  | <p><b>Preparing documents for decision makers</b></p> <p>Learn how to write clear, concise and purposeful documents that support informed decision making in government.</p>          | Mark Priadko      | <p><b>13 May</b></p> <p>9:00am – 4:30pm</p>    | Salamanca Inn         |
|  | <p><b>Project management essentials</b></p> <p>Build practical project management skills to plan, manage and deliver successful outcomes in the public sector.</p>                    | Sharyn White      | <p><b>16 June</b></p> <p>9:00am – 4:30pm</p>   | Salamanca Inn         |
|  | <p><b>Introduction to public sector finances (Part 1)</b></p> <p>Understand the principles and practices for the effective and economical management of public finances.</p>          | Kevin Riley       | <p><b>7 July</b></p> <p>9:00am – 4:30pm</p>    | Salamanca Inn         |

|   | Workshop   | Trainer                | Date/time                                 | Venue                 |
|---|--|------------------------|---|-----------------------|
|    | <b>Public policy skills</b><br>Learn how policy is shaped and build the skills to develop clear, evidence-based and practical policy advice.           | Rhys Edwards           | <b>20-21 August</b><br>9:00am – 4:00pm    | Vibe Hotel Hobart     |
|    | <b>Introduction to public sector finances (Part 2)</b>   | Kevin Riley            | <b>2 September</b><br>9:00am – 4:00pm     | Online                |
|    | <b>Design thinking</b><br>Explore a creative, human-centred approach to problem solving and learn how to apply it to real-world challenges.            | University of Tasmania | <b>16-17 September</b><br>9:00am – 4:30pm | Hadley's Orient Hotel |
|  | <b>Getting to and through Cabinet</b><br>Gain insight into how Cabinet works and learn how to prepare advice that supports government decision making. | Rhys Edwards           | <b>28 October</b><br>9:00am – 4:00pm      | Salamanca Inn         |
|  | <b>Shaping your career</b><br>Gain clarity, confidence and practical tools to shape your career direction and take purposeful next steps.              | Katherine Street       | <b>18 November</b><br>9:00am – 4:30pm     | Salamanca Inn         |
|  | <b>Graduation</b>  | TBC                    | 12:00pm – 3:30pm                          | Salamanca Inn         |

Please contact us at [Gradprogram@dpac.tas.gov.au](mailto:Gradprogram@dpac.tas.gov.au) as soon as possible if you are unable to attend any of the sessions.

**Scan the QR code to learn more about each workshop.**





## On the job learning

During the two-year program, your supervisor(s) will play a key role in supporting your growth and development. On-the-job learning can take many forms — from working alongside others to observing different ways of doing things. These experiences are a great opportunity to build your skills, gain new perspectives, and strengthen your resilience.

To make the most of your on-the-job learning, take an active approach — ask questions, seek feedback, and reflect on what's working well and where you can improve. Be open to stepping outside your comfort zone and look for opportunities to apply what you're learning in real situations.



## Agency placements

Each agency structures the TasGraD program a little differently. You may have one primary role for the duration of the program, or you might rotate through several roles within your agency.

Depending on your agency and position, you may also have the opportunity to complete a placement in another agency during your second year. This could be a short-term visit or a flexible, project-based arrangement. Your home agency coordinator will work with you to plan any placements, balancing your development goals with the needs of the agency.

Rotating through different placements — whether within one agency or across multiple — offers a valuable opportunity to broaden your experience and build your skills across the TSS.

### ***What happens at the end of the program?***

At the end of the program, you will either finish your employment if you are in a fixed-term role, or return to your ongoing role in your home agency if you are in a permanent role.

Throughout the program, you'll receive support, coaching, and training to help you prepare for future opportunities. The skills and experience you gain through TasGraD will provide a strong foundation for the next steps in your career.

**If you have any questions or concerns about placements or end-of-program arrangements, reach out to your agency's graduate coordinator.**



# Working and learning in the TSS

## Your role and responsibilities as a graduate



### Performance and development planning

As a TSS employee, you'll complete a Performance Management and Development (PMD) Plan with your current supervisor. It's recommended that you develop a new plan at the start of each placement, setting clear performance goals that can be achieved and reviewed during that period.

At the end of each placement, your home agency coordinator will check that your PMD is complete and share a copy with your next supervisor to ensure continuity across your rotations.

In addition to your PMD, you'll receive regular feedback from your supervisor to help you track your progress and support your ongoing development.



### Collaborating with your supervisor

Maintaining a positive and open relationship with your supervisor is an important part of your TasGraD experience. This includes:

- participating in agency and business unit induction processes
- meeting regularly with your supervisor to discuss your work plan, coaching, mentoring, and expectations around work and behaviour
- keeping your supervisor informed about how your work is progressing, and communicating openly about your ongoing development, including training and project opportunities, as well as any problems or issues you may encounter.

It's also important to keep your manager updated about any time away from the office for TasGraD program activities.

If your supervisor changes during a placement, please let your agency coordinator know so that support can continue smoothly.



## Staying committed to the learning program

By accepting a TasGraD position, you're also committing to completing the 10-month Learning and Development Program. Your employing (home) agency has invested in your growth by supporting your participation through on-the-job learning, coaching and mentoring opportunities.

If you move to another role within the TSS (either permanent or fixed-term) before the program finishes, you can continue to take part in the learning program. It's important to talk with your new manager about your ongoing commitment, and your agency graduate coordinator can help with this if needed.

If you leave the TSS, your participation in the program will come to an end.



## Respecting confidentiality conventions

The Chatham House Rule underpins all discussions when presenters in the learning sessions include the Head of the State Service, Senior Executives, or other State Service Officers and Employees. It creates a safe space for open discussion of relevant and current issues.

The TasGraD program respects this morally binding rule and applies it to all in-house presenters, particularly when discussions may involve politically sensitive matters or information not intended for public disclosure.



## Presenting yourself professionally

It's important to consider the nature of your work and dress in a way that's appropriate for your role and setting. Use your judgement when attending meetings with external clients or ministers and always aim to represent your agency and the TSS professionally.

If you are ever unsure about what's suitable to wear, speak with your supervisor or manager for guidance. Your agency may also have their own dress code, outlined in the human resource policies. In some cases, work health and safety requirements may determine specific footwear or protective clothing.



# Getting the most out of the program

TasGrad is a unique opportunity to learn, grow, and develop the skills you'll need for a successful career in the TSS. How much you get out of the program depends on how much you put in. The more actively you engage with your learning, the more lasting your growth will be – giving you skills that will serve you well beyond the program

Here are some practical tips to help make your learning stick and have a real impact on your performance.



## **Set goals for yourself and stick to them**

Define what you want to achieve and identify practical, realistic actions to get there. Include these in your PMD to stay accountable and track your progress.



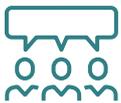
## **Keep it fresh**

Learning doesn't stop when a workshop finishes. Revisit workshop materials, notes, and resources regularly to reinforce your understanding. Explore related topics to broaden your perspective and deepen your learning.



## **Apply new skills early**

Put your new knowledge and skills into practice as soon as you can. Using what you've learned straight away helps you retain it, builds confidence, and demonstrates your capability in the workplace.



## **Share your learning**

One of the best ways to embed learning is to teach it. Rephrase what you've learned in your own words and share it with others – you could do this in a team meeting. You'll strengthen your understanding and contribute to your team's development at the same time.



## **Take time to reflect**

Make space to pause and think about your learning journey. What have you discovered? How has it influenced the way you work? What do you want to focus on next? Reflection helps turn experiences into insight. Use a journal to capture your reflections, note key ideas or insights.



## **Seek feedback**

Ask your supervisor and peers for feedback on how your learning is showing up in your work. What changes do they notice? What else could you improve? Constructive feedback is essential for continuous growth and improvement.



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