



Australian Government



APS Companion

Australian Public Service Induction Resource



Essential information to understand
and navigate the APS environment

Acknowledgement of Country

The APS Academy acknowledges and pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

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Welcome

Welcome to the Australian Public Service! This magazine contains the essential information you need to start your career and to work effectively as a public servant. It's one of many induction learning resources available to you.

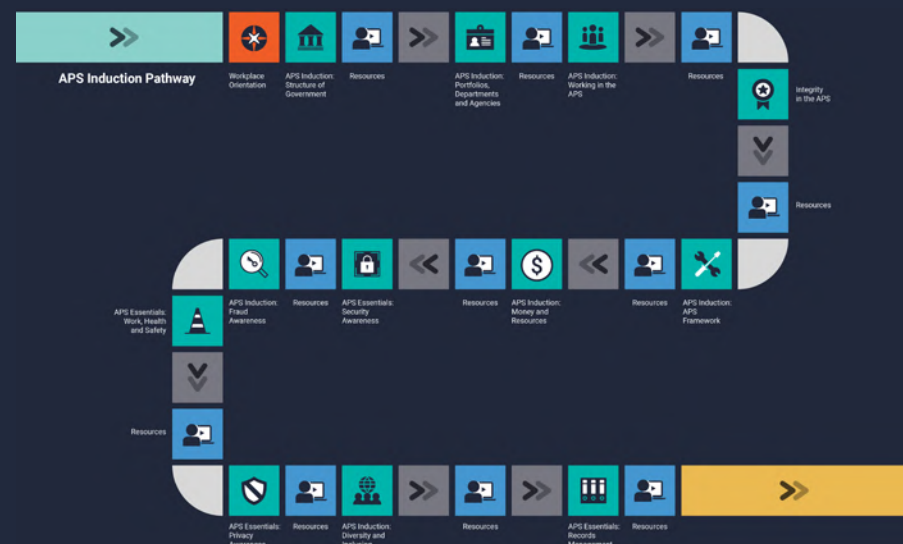


"Being a public servant is a great privilege. We act with integrity and fairness to serve community and country to make a difference to people's lives."

Dr Gordon de Brouwer PSM.
APS Commissioner

APS Induction Pathway

Click the pathway image to learn more about the range of induction learning experiences available to you through the APS Academy.



APS induction themes

The APS Induction Pathway complements your agency induction. Your manager and colleagues are a great source of knowledge about the APS. You may wish to discuss the following topics with them over the coming weeks.

Your environment

- APS culture and values.
- How legislation, policy and governance impact your work.
- How to put the Australian community at the centre of decision making and activity.
- How your agency provides value to the Australian public.

Your team

- Team priorities.
- Ways of working within your team.
- Ways of working with other teams.
- How GovTeams connects you with others in your agency and across the APS.

Your role

- How your role supports team deliverables and outcomes.
- What success looks like in your role.

Making a difference

What does it mean to work in the APS?

We are one of Australia's biggest employers and a part of every community.



The Australian community is at the heart of all we do. We help shape the future of Australia.

We perform a range of critical functions including designing and delivering services, providing advice to government, implementing policies, programs and regulation.

"We work as OneAPS to ensure we better support people and deliver results on the ground, where they matter most."



Agencies across the APS are working together to design and build better services to meet the needs of Australians.



Our values

The Integrity of APS employees and agencies is central to building a high-performing and trusted public service.

Integrity in the APS is the pursuit of high standards of professionalism - both in what we do, and in how we do it.

Integrity is a core consideration of our individual conduct and guides how we think and undertake our work as an organisation.

We are:



Impartial

We are apolitical and provide the government with advice that is frank, honest, timely and based on the best available evidence.



Committed to service

We are professional, objective, innovative and efficient and work collaboratively to achieve the best results for the Australian community and the government.



Accountable

We are open and accountable to the Australian community under the law and within the framework of Ministerial responsibility.



Respectful

We respect all people, including their rights and their heritage.



Ethical

We demonstrate leadership, trust and integrity in all that we do.



DRIVE - Charter of Leadership Behaviours

The Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and leaders at all levels of the APS.

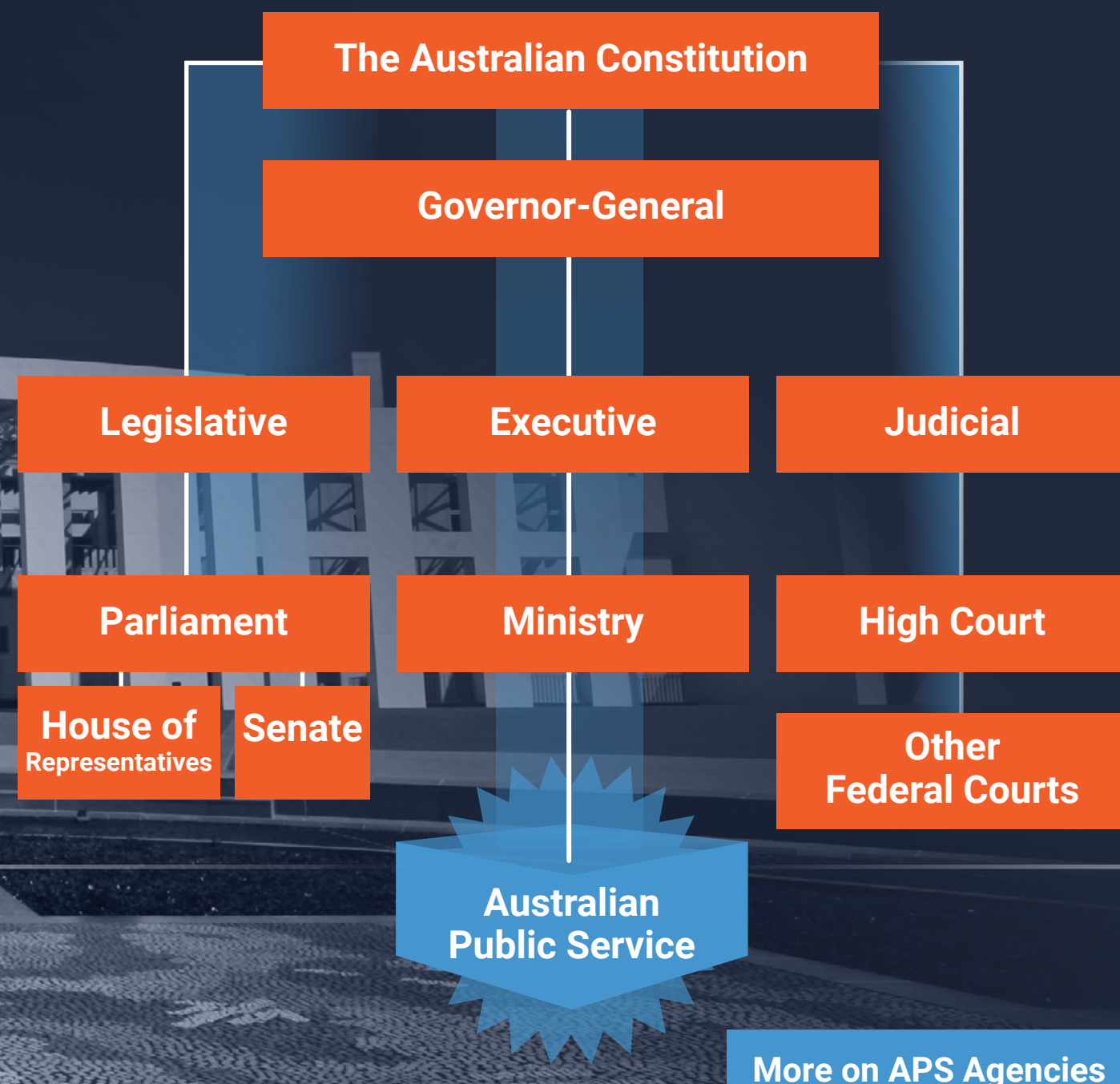
[More](#)

The APS and Government

The APS plays a critical role within the executive arm of the Australian Government.

The following describes the structure of Australian government and where the Australian Public Service fits into the bigger picture.

Commonwealth or National Government



Understanding your responsibilities



Legislation, Policy and Guidance governs how APS employees work and behave. The following comprises the essential resources and information to fulfill your responsibilities as a public servant and work effectively in the APS.



Legal obligations and values are CORE to working in the APS.

Read each of the **Core links** now, or **bookmark** and read later.

Core

Public Service Act 1999

The principal Act governing the operation of the Australian Public Service and the legislative basis for your employment.

APS Code of Conduct

The standards of behavior you must adhere to, in line with APS Values.

APS Values

The Government's expectations of your behaviour and performance, including your commitment to service, ethical behaviour, respect for all people, accountability and impartiality.

Public Governance, Performance and Accountability Act 2013

The rules you must adhere to when using and managing public money and resources.

Understanding your responsibilities



Core knowledge Essential knowledge

Essential

Read each of the **Essential links** now, or **bookmark** and read later.

Integrity

Integrity is central to building a high-performing and trusted public service. Understanding your duty to act with integrity is essential.



Respect@Work

Tools and resources to support you to building a safe, inclusive and respectful workplace. Through these comprehensive resources you will better understand, prevent and address workplace sexual harassment.



Diversity and inclusion

Legislative instruments, policies and guidance are in place to ensure you understand your obligations to support and encourage workplace diversity and inclusion.



Fraud

What you need to know to report on and protect yourself and the Government from real or perceived fraud when managing revenue, expenditure, information and property.



Privacy

Legislative requirements you need to understand to ensure personal information is safely obtained, stored, shared and destroyed.



Protective Security

The APS has security policies in place to protect its people, information and assets. You need to ensure you are informed about the framework, your agency's and local arrangements.



Workplace health and safety

You are responsible for taking reasonable steps to ensure a healthy and safe work environment for yourself and others.



Australian Public Service Commissioner's Directions 2022

Supporting you to meet your obligations under the Public Service Act.



Commonwealth Procurement Rules

The rules for procuring goods and services, including accountability and transparency in how money is spent.



Social media

Guidance you need to follow to ensure you portray yourself on social media as a trustworthy and impartial public servant.



Gifts and Benefits

There are guiding principles around accountability and reporting associated with receiving gifts or hospitality.



Australian Government Style Manual

Guidance for everyone who writes, edits or approves Australian Government content, to deliver clear and consistent content that meets the needs of users.



The shape of us

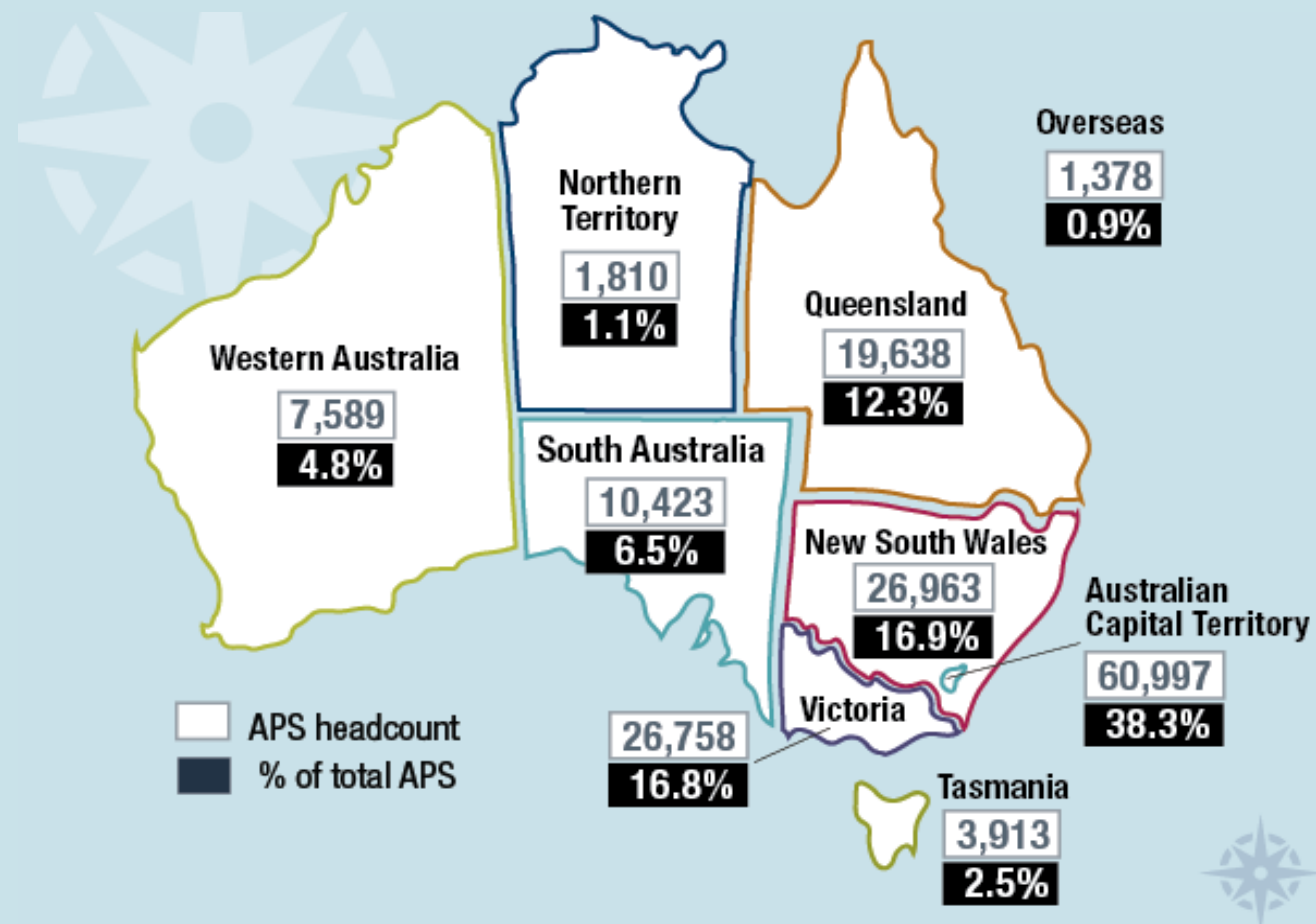
Who are we?

Browse these infographics to find out.

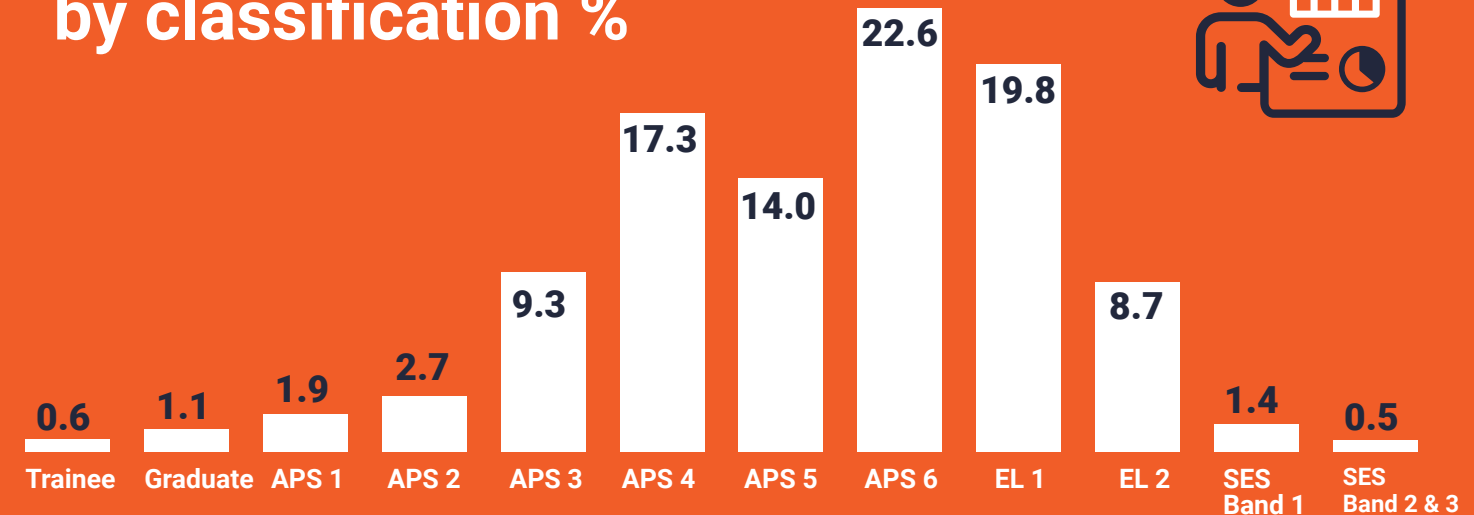
160,000 employees spread across:

- 6 agencies < 20 staff
- 45 agencies < 250 staff
- 30 agencies < 1000 staff
- 23 agencies < 10,000 staff
- 4 agencies > 10,000 staff

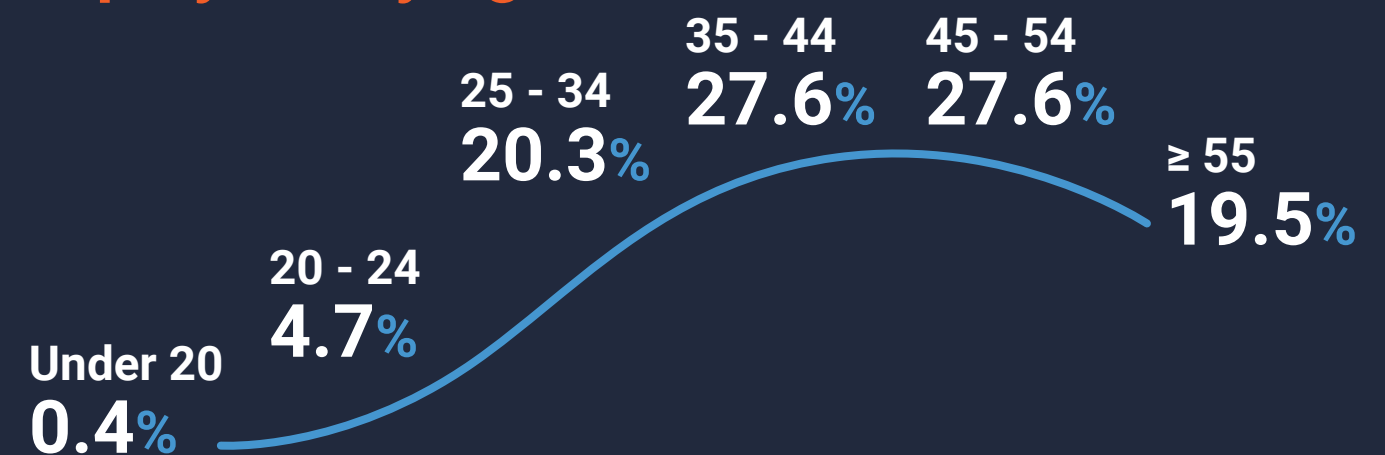
Number and proportion of employees by location



Proportion of employees by classification %



Proportion of employees by age



Patterns of work

Proportion % of total APS

80.9%
full-time

13.2%
part-time

5.9%
casual

Check out more stats from our State of the Service report.

We embrace inclusivity, diversity and reconciliation

The APS is an inclusive workplace that values diversity and respects culture. This is essential to delivering outcomes for all Australians.



Key strategies that guide our commitment include:

Commonwealth
Aboriginal and
Torres Strait Islander
Workforce Strategy
2020-2024

APS Disability
Employment
Strategy
2020-2025

APS Gender
Equality Strategy
2021-2026

Additionally, **Reconciliation Action Plans (RAP)** provide a framework and guidance on how to meaningfully work with Aboriginal and Torres Strait Islander peoples, communities and organisations.

Together these strategies help create a workplace where everyone belongs.

Diversity

60.4%

Women

3.5%

Aboriginal and
Torres Strait
Islander employees

4.7%

Employees
with a disability

7.9%

LGBTIQA+
(2022 APS
Employee Census)

16.8%

Employees born
in a non-English
speaking country

22.7%

Employees
born overseas

Check out more stats from our State of the Service report.

Affirmative
Measures
- Katherine



Affirmative
Measures
- Annabel



What is an **Acknowledgement of Country**?

Every day we live, work, and dream on Aboriginal and Torres Strait Islander lands. An Acknowledge Country, or including a Welcome to Country at meetings, gatherings, events and in publications shows respect by upholding Aboriginal and Torres Strait Islander cultural protocols.



Whose Country
am I on?

More than a job

When you join the APS, not only do you join your agency, but you are part of an organisation made up of more than 100 entities. Taking a One APS mindset, means your career and development opportunities are limitless, with a wide variety of short and long-term roles in policy, operations, regulation and service delivery functions.

A job just for you ▶

Classifications ▶

Roles aligned to work levels



Professional Streams ▼

Align your career to critical capability areas

Join the APS Human Resources (HR) Profession



Improving strategic HR capability to ensure the APS has the right people with the right skills now and into the future.

Join the APS Digital Profession



Raising the digital expertise of the APS to transform how we design and deliver our products and services.

Join the APS Data Profession



Lifting the data skills of the APS to get insights for better decision-making in policy development, program management and service delivery.

Mobility ▶

Workforce flexibility and individual development

Flexible working arrangements ▶

Allows flexibility to balance you with personal commitments while meeting your agency operational requirements



Assist during an Emergency

Career Pathways

Find the right path.



Future-proof your career



Whether you are starting out or have experience in the APS, you will always need to adapt and learn new skills and knowledge.

The APS promotes a culture of **continuous learning** to ensure you build the capabilities you need to do your best work today and keep pace with the speed and complexity of change.

We learn through a broad range of methods

Through our work and through others, by accessing frameworks, methodologies, tools and templates, and through formal courses.

A great place to start is APS Craft!



APS Academy

The APS Academy supports and enables the APS workforce to develop common APS craft capabilities.

◀ APS Craft

The APS Academy delivers a range of learning experiences to build the fundamental 'public service craft' skills and knowledge needed to deliver great policy and services, relevant APS-wide.



APS Leadership capabilities ▶

Learning continues throughout your career.



Keep up to date

The Australian Public Service Commission promotes high standards of accountability, effectiveness and performance of the APS. **Stay up to date** on the latest developments across the APS.

The annual **State of the Service Report** identifies year-to-year trends in workforce participation and capability across the APS. It highlights our capability and capacity to meeting strategic goals and priorities.

The APS Employee Census is an annual survey for APS employees to share their views on issues such as wellbeing, innovation, leadership, learning and development, and engagement.

The APS Reform newsletter brings you monthly updates on APS Reform, as well as top articles and stories from the APS Reform website.



Everyone at the APS has a role to play in reinvigorating, reimagining and reforming our APS.



Prepare to launch

Now you have the essential information you need to work effectively in the APS take the following steps to launch your learning and career.

Check out a few of these below.



Create a learner profile with the APS Academy



Know **where to watch** Parliament in action



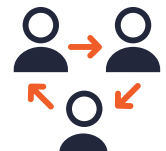
Subscribe to MyAcademy newsletter to keep up to date with new learning experiences and events at the APS Academy



Listen to the APS Work with Purpose podcast



Subscribe to the Australian Government Style Manual newsletter



Connect with APS Social media



Complete your APS Induction Pathway



Complete your agency induction learning and activities



We are here for you

For more information and induction learning experiences, visit the APS Induction page at the **APS Academy**.



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