



## **Callista Graduate Programme**

Expressions of interest and applications for the Callista Graduate Program are now being accepted. Completion of a tertiary qualification to degree level is essential, majoring in Computer Science and/or Information systems or an equivalent degree.

Graduates will have the opportunity to progress into Analyst Programmer, Quality Assurance or Business Analyst interests.

Salary           \$36,000 (+ super)

**Please forward letter of application, curriculum vitae and relevant supporting documentation to:**

Tina Price  
General Manager, Business & Organisation Capability  
Level 4  
27 Brougham Street  
GEELONG 3220

E-mail           [tina.price@callista.com.au](mailto:tina.price@callista.com.au)

Fax:               (03) 5227 8908

**Applications close Tuesday, 1 June 2004 at 5.00pm**

## JOB DESCRIPTION

<b>Position:</b>	IT Graduate
<b>Version</b>	0.1
<b>Location:</b>	Geelong or Melbourne office (as part of the requirements of this position, you may be required to work off-site within Victoria, interstate and/or overseas for the company from time to time).
<b>Division:</b>	Product Development & Innovation/Customer Delivery Services
<b>Job Status:</b>	Full time – 40 hours per week
<b>Reports To:</b>	General Manager PDI/CDS
<b>Date:</b>	08 April 2004
<b>Approved by:</b>	Tina Price, General Manager, Business & Organisation Capability

### **Position Purpose**

The IT Graduate will perform tasks of limited scope and complexity. The IT Graduate will receive on the job training and experience

### **Duties and Responsibilities**

- Under supervision of a Practice Lead or mentor the graduate will perform tasks as requested in a number of general areas.
- The graduate will use initiative in the application of methodologies, system analysis and application of work principles.
- Develop a good working knowledge of work instructions and required documentation.
- Familiarisation and working knowledge of Callista's policies and procedures.
- Work within a Project team undertaking a variety of tasks as directed. These tasks may fall into the following areas of interest; Programming, quality assurance or support services.
- To develop knowledge of the Callista product.
- Decision making and solutions relating to tasks performed, relying upon precedents and procedures for guidance.

### **Organisational Relationships**

The IT Graduate may report to a number of different people depending on the project or task being undertaken.

### **Performance Standards**

Performance Objectives will be established in consultation with the relevant General Manager or direct Supervisor following successful completion of the probation period.

### **Qualifications/Experience**

Tertiary qualification to degree level. Majoring in Computer Science and/or Information systems or an equivalent degree.

## **Skills/Knowledge**

### *Essential*

- Effective interpersonal, verbal and written communication skills.
- Demonstrated ability to prioritise tasks and meet deadlines.

### *Desirable*

- Familiarisation with system development life cycle.
- Knowledge of a variety of software languages.

## **Hours of Duty**

Full time 40 hours per week.

## **Probation Period**

Callista employees are subject to a three month probationary period. At this time you will have to review with your direct Manager/Supervisor and will be informed if the position is to continue.