DTA Internship Role Description

About DTA

The Digital Transformation Agency (DTA) is the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic leadership, policy guidance and investment oversight to improve digital services for all Australians.

About the team

The Leadership Programs and Integration team delivers the Australian Government Digital Governance Program, a two-day training course for Senior Responsible Officials (SROs) as well as the SRO Network and the Digital Project Research Series. These initiatives are critical to support senior officials across the Australian Government to successfully lead digital projects.

About the opportunity

As a Project Support Officer Intern, you will take part in a practical, on-the-job learning experience within a collaborative, high-performing team. You will contribute to the design of activities to improve on the delivery of our key initiatives and ways of working. There may also be the opportunity to travel to Canberra to attend one of our Digital Governance Programs as an observer and gain insight into senior leadership functions and responsibilities.

You will contribute to a diverse range of activities, providing research, administrative and coordination support to the Leadership Programs and Integration team, including preparing materials, stakeholder engagement, maintaining records and communications, coordinating meetings, and supporting leadership programs. You will work collaboratively across a dispersed team to problem solve and contribute to team and branch priorities.

What you will learn

- Research and data analysis skills
- Professional communication, including writing for senior audiences
- Agile and team-based ways of working
- Stakeholder engagement at senior levels of government
- Task organisation and prioritisation in a dynamic setting

Learning activities

- Preparing summaries, presentations and briefing materials
- Contributing to team discussions on planning and process improvement
- Drafting and updating written communications
- Assisting with research and basic data analysis
- Supporting team administration, data management, and enquiries

What you will bring

- Curiosity and a proactive learning mindset
- Foundational research and analytical skills
- Confident verbal communication
- Ability to follow guidance and contribute to team outcomes
- Interest in digital transformation or public sector work

- Basic familiarity with Microsoft Office tools (Word, Excel, PowerPoint)

Eligibility

- Australian citizenship (for security clearance requirements)
- Ability to obtain and maintain a Baseline security clearance