

# 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 Assurance Reporting & Insights team supports how major government digital investments are understood and governed. A key output is the Major Digital Projects Report, providing transparency and insight into national digital initiatives.

## About the opportunity

As a Project Support Officer Intern, you will take part in a work-integrated learning experience within a collaborative, high-performing team. You will gain exposure to how large-scale government digital programs are monitored and reported. You will learn alongside professionals in strategy, policy and data, while building practical, transferable skills.

## What you will learn

- Research and data analysis skills
- How government digital programs are governed and reported
- Professional communication, including writing for senior audiences
- Agile and team-based ways of working
- Stakeholder engagement in complex environments
- Task organisation and prioritisation in a dynamic setting

## Learning activities

- Preparing summaries, presentations and briefing materials
- Supporting the Major Digital Projects Report through stakeholder input and data validation
- Assisting with research and basic data analysis
- Supporting team coordination (e.g. meetings and scheduling)
- Contributing to team discussions on planning and process improvement
- Collaborating with team members across locations

## What you will bring

- Curiosity and a proactive learning mindset
- Emerging research and analytical skills
- Clear written and 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