INTRODUCTION TO CIVILIAN
JOB SEARCH

Transitioning from the Australian Defence Force means setting your own direction for training, personal and professional development and career progression. This is in addition to making plans about things like location, housing and medical care.

ROAD TO SUCCESS
This factsheet is the first in a series to help you with your career and employment planning. The other factsheets are:

- Set your new career direction (factsheet 2)
- Apply for jobs (factsheet 3)
- Perform at interviews (factsheet 4)
- Settle into your new workplace (factsheet 5)

There is a range of government and community supports available to help you. Supports are available for both existing ADF members and for veterans who have left Defence. For more information go to: engage.forcenet.gov.au/support/employment-services

GET STARTED

1. Identifying and showcasing your transferable skills.

Your Defence career has provided you with many strengths, skills and achievements that are transferable to a civilian workforce. Your skills are attractive to employers across a range of industries. Relevant skills include:

- Accepting additional responsibilities
- Adaptability
- Attention to detail
- Capacity to work in arduous conditions
- Clear communication
- Coaching and mentoring
- Competent under pressure
- Conflict management
- Continuous improvement monitoring and management
- Cooperation and teamwork
- Cultural awareness and sensitivity
- Decision making
- Equity and diversity awareness
- Facilitating group discussion
- First aid
- Formulating plans and proposals
- Logistics
- Loyalty
- Presentation
- Prioritisation
- Problem solving
- Professional ethics
- Reliability
- Relationship building
- Risk management
- Safety awareness
- Security awareness
- Setting and managing deadlines
- Situational awareness
- Stress management
- Task allocation
- Time management
- Training and leading others
- Working with technical and regulatory frameworks

jobsearch.gov.au/jobseeker-info/employment-assistance-for-veterans
Examples of management skills:

- Managing a team to meet deadlines
- Negotiation
- Operations planning and advice
- Personnel management

- Supervision
- Team building and leading
- Resource management
- WH&S management and training

These skills are attractive to employers across a range of industries such as construction, transport and logistics, hospitality, agriculture and the public sector.

You should also look at other skills you may have accumulated from any pre-Defence work history.

Regardless of your length of service and role, you have highly sought after commercial value, so don't limit your job search.

In the first instance, focus in on those transferable skills which capture your greatest strengths. Identify and document examples of when you used these skills to successfully complete assigned tasks. Knowing your strengths and being able to talk about them in a relaxed and factual way will be a useful skill for networking with employers and recruiters, and for job interviews.

Contact ADF.civilrecognition@defence.gov.au for further guidance on ADF transferable skills.

2. **Explaining how your past experience is relevant to a new work context.**

Take an interest in civilian workplaces and find out which technical and non-technical skills employers are looking for. Use your networks to gather information about employers and test your thinking and conclusions about what you have to offer. The more you practice talking about yourself and your skills, the easier you will find the formal interview process down the track.

The best way to make employers and co-workers understand the capability and capacity you bring from your ADF career is to explain it in a way that makes it relevant to them and their work environment. This will take practice.

3. **Build new networks within the Defence and ex-service communities and your desired field of work.**

You may need to go outside current circles of contacts to get new insights about your transferable skills and job opportunities that may suit you. Consider using social media to connect with former Defence members. These connections can be extremely valuable in finding the right job. More than likely, reasonable requests for assistance will be met with support.

**SUCCESS STORY**

**Army WO2: Army Logistics to IT Project Management**

Having served 20 years in an army logistics planning role, I struggled to know what types of jobs suited me. Everything I had been involved with was all defence-related – the people, the equipment, the processes and the methodology. I thought that if I was to apply all of my military skills, I would need to find another army to join. Hindsight tells me that at that time, I didn't understand the extent of my transferable skills in the broader context of the commercial world. I couldn't see how the same principles applied to my Defence role. Sure, there were subtle differences and some IT language to learn, but after a stint as an Implementation Manager, I stepped into an IT Project Management role.
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NEXT STEPS

Self-directed
Read the other factsheets in this pack and use the tools referred to, to plan and prepare for your job search and employment.

Network
Talk through your options with your personal and professional contacts. The more you talk about your plans and skills for civilian employment, the more prepared you’ll be when it comes to talking to employers and new work colleagues down the track.

Professional career assistance
There is a range of providers and supports available for existing ADF members and for veterans. Some providers specialise in assisting transitioning ADF members, others bring generalist expertise in career support. Your networks can help you choose the right support for you. Free services to look for include:

Tailored Career Coaching – ADF Transitions Centres

Service: Provision of an individualised Transition Plan including career coaching, assistance with the separation process, facilitation of connections to support services and résumé workshops prior to discharge.

Provider: ADF Transitions Officers.

Timing: From the point at which the ADF member officially notifies of their decision to separate from the ADF and extending up to 12 months after separation.

Eligibility: All ADF members.

Ex-Service Organisations

Service: Ex-service organisations offer a variety of career and employment planning assistance, often in conjunction with advocacy and other support services.

Provider: Some ex-service organisations offer assistance in-house whereas some offer subsidised coaching and training from career counselling specialists.

Timing: As needed.

Eligibility: All veterans.

Career Transitions Assistance Scheme (CTAS)

Service: This scheme focusses on: career and CV preparation; accredited vocational training funding for your new career; skills recognition and RPL; and approved leave for work experience and job interviews.

Provider: Career coaching and training is offered by a select panel of providers. Vocational training is available from accredited RTOs (both online and face-to-face).

Timing: Up to 12 months before and 12 months after separating from the ADF.

Eligibility: CTAS benefits are determined by the length of an ADF member’s service and the reason for leaving Defence. ADF Transitions Officers can help connect ADF members to appropriate CTAS supports.

defence.gov.au/PayAndConditions/ADF/Chapter-2/Part-2/

ADF.civilrecognition@defence.gov.au

jobactive

Service: Assistance could include help with applying for jobs and performing at interviews, training for skills that local employers need and support to stay in work.

Provider: Delivered by a network of private sector providers who are contracted by the Australian Government.

Timing: Participation in jobactive services is generally required if you receive an income support payment, such as Newstart Allowance and have mutual obligation requirements.

Eligibility: Veterans who are not required to use jobactive may be able to access jobactive services as volunteers for six months.

jobjactive.gov.au

DVA Rehabilitation Services

Service: Job preparation, job seeking and job placement.

Provider: These services can form part of a participant’s rehabilitation plan under the category of support service worker.

Timing: Flexible (in accordance with the participant’s tailored plan).

Eligibility: For individuals whose claim for a service related injury or illness has been accepted.


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