



Job description

Department of Finance

Corporate Services

Position number 00030252

Graduate Officer

Position details

Classification/level	Level 3
Award/agreement	PSA
Organisation unit	Organisational Development
Physical location	Metropolitan Area
This role supervises (FTE)	0

Reporting relationships

Supervisor	
Position number	00009369
Position title	Human Resources Sourcing and Development Consultant
Classification/level	Level 6

Keyword description

This section provides a brief summary of the key functions of the position

The occupant of this position will rotate through areas of the Department of Finance as part of the Graduate Development Program.

Organisational context

The Department of Finance provides quality advice and services to facilitate the achievement of Government's objectives.

We realise this through the active demonstration of our organisational values of listening and caring, commitment, leadership, accountability and people matter.

The Department of Finance encompasses a variety of businesses including:

- The Office of the Director General (ODG);
- Building Management and Works (BMW);
- The Office of State Revenue (OSR);
- Public Utilities Office (PUO);
- Economic Reform (ER);
- Government Procurement (GP);
- Strategy and Coordination (SC);
- Corporate Services (CS).

This vacancy will rotated across various businesses within the Department of Finance

The Office of the Director General. The office supports the management of strategic issues across the business and provides whole-of-department coordination. The office manages the Director General's daily appointments, functions and correspondence. The office is the point of contact between the Department of Finance and the Ministers' offices (Finance and Energy) in the coordination of media enquiries, corporate communications, ministerial requests, and Freedom of Information related matters. The office includes the Ministerial Liaison Unit which coordinates and manages all ministerial correspondence, parliamentary questions, parliamentary contentious issues, and Cabinet, Economic and Expenditure Reform Committee and Executive Council related matters between the Department and the Ministers' offices.

Strategy and Coordination. Is responsible for working across Government and the Department of Finance to set future directions and to identify new areas where the Department can show leadership across the whole of Government and can improve its performance in providing high quality advice and services.

Building Management and Works. BMW provides a range of services to deliver the State Government's non-residential building program, using extensive in-house expertise in asset and maintenance planning and project delivery. BMW is committed to ensuring probity, value for money and effective risk management in all aspects of its operations.

BMW Activities include construction of Government buildings such as hospitals, schools and police stations, management of major State construction projects, management of maintenance contractors for Government buildings, management of the Governments office portfolio, setting capital works and construction policy and administration of a range of heritage and built environment concerns.

The **Office of State Revenue.** OSR's primary role is in the administration of revenue laws in a fair and efficient manner for the community of Western Australia. This involves the collection of payroll tax, duties, land tax and a range of statutory based revenues on behalf of other State and Commonwealth agencies, as well as the payment of various grants and subsidies including the first home owner grant.

The **Public Utilities Office.** The former Office of Energy commenced operations as the PUO on 1 April 2012 to enable the WA Government to consolidate and further develop the essential services policy capacity of Government. They provide a range of services on energy matters to the Minister for Energy, the Western Australian Government, the energy sector and the WA community.

Economic Reform. The ER business activities include regulatory reform and regulatory gate-keeping on access reforms. ER assists State Government agencies in achieving best practice outcomes in accordance with Regulatory Impact Assessment (RIA) requirements. ER monitors, assesses and reports on compliance with RIA requirements and provides advice and analysis on economic, structural, regulatory and competition policy reform.

Government Procurement. GP is responsible for procurement at a whole-of-government level, they provide strategic procurement advice and support to the entire WA public sector. The key functions of GP include:

- Leading the development of and management of whole-of-government common use arrangements (CUA's);
- Managing the contract development process for agency specific contracts and providing policy and practice advice;
- Implementing contracting reforms associated with the Delivering Community Services in Partnership Policy; and
- Managing the systems and support activities (education and training, reporting, standardised contracting processes) that underpin goods and services procurement activity across the sector.

Corporate Services. CS provides the whole of Finance with essential support services and promotes leading business practices in the areas of Finance; Information and Communications Technology; Corporate Communications and Governance; Risk and Policy; ICT functionality and Human Resource Management including payroll. CS also provides bureau finance and HR services for the Department of Treasury.

Further information on Finance business units is available in your applicant information package or by visiting www.finance.wa.gov.au.

Work description

This section outlines the results and outcomes required of an individual in this position, the below paragraph is mandatory.

The Graduate Officer will carry out a range of functions over the 12 month graduate program which will consist of three rotations through different business units in the Department. We encourage our graduates to be proactive and open to the multiple career opportunities available at the Department of Finance.

The Graduate will be given the opportunity to build on existing skills from previous qualifications and experiences during each rotation. This will be undertaken through a workplan that encompasses research, oral, interpersonal and written communication, initiative, conceptual and analytical and teamwork skills.

Roles may vary with each rotation but responsibilities are broadly described in the following general statements:

- Carries out designated research and analysis to support the broader objectives of the Department, both individually and as part of a team.
- Undertakes liaison with key stakeholders within and outside Government to obtain input on current policies and future directions.
- Contributes to and supports project teams to plan and deliver projects for the Department.
- Displays initiative, effectively multi-tasks and delivers timely outcomes.
- Contributes to and prepares correspondence including reports, policy, briefing papers, contracts, internal memos, ministerial's and Parliamentary Questions.

- Develops sound understanding, knowledge and experience of the operations of the Department through rotations.
- Effectively participates in on-the-job and other learning and development activities provided through the Graduate Program.
- Works within corporate policies and procedures and demonstrates expected behaviours aligned with the Department's Code of Conduct.
- Performs other duties as directed.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Work related requirements

This section outlines the mix of competencies, knowledge, skills and abilities required of an individual in this position. The following is to be read in the context of the preceding sections of this document. The "pre-employment requirements" and "appointment is subject to" sections are mandatory.

Essential:

1. Research skills
2. Written communication skills
3. Oral and Interpersonal skills
4. Conceptual and analytical skills
5. Initiative
6. Ability to work as a member of a team
7. Possession of a relevant tertiary degree

Pre-employment requirements

'Australian Permanent Residency'; status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and
Criminal Records Screening clearance

Special equipment/requirements

NIL

Certification

Verified by: *Karen Merritt*

