



Job Description

Position Title:	Graduate Officer	Classification:	Level 3
Position Number:	MP160028	Location:	Mineral House - East Perth
Division/Group:	Corporate Support	Supervises:	0
Branch/Section:	Information Services	Reports to:	General Manager

Operational Context

The Information Services Branch, in collaboration with the business units, provides quality, effective and innovative ICT services to enable the achievement of better business outcomes through ICT strategies and governance, infrastructure and communications, application and office system support and hardware and software standards.

Role Overview

The graduate will carry out a range of functions during three month placements through different Divisions of the Department, and possibly through other WA Government Departments before returning to a position in the Information Services Branch.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Carries out designated research, policy and project activities to support business objectives, both individually and as part of a team.
- Drafts correspondence including reports, briefing papers, internal memos, ministerials and answers to Parliamentary Questions.
- Collaborates with internal and external stakeholders to provide and receive information as required.
- Builds on relevant tertiary education with corporate knowledge, and applies professional expertise to support and enhance business activities.
- Develops a sound understanding, knowledge and experience of the operations of the Department.
- Actively participates in on-the-job learning including training activities provided through the graduate learning and development program.
- Contributes and adopts digital practices in alignment with departmental approaches.
- Roles may vary with each placement but are all contained in the above general statements.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Performs other duties as directed.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

- A Bachelor degree in Science, or an approved equivalent degree, with a focus in Computer Science (degree to be completed in the current or preceding calendar year).
- The Graduate Program is an equity and diversity employment initiative, and therefore we are actively looking for university graduates from any of the following diversity groups:
 - o people under 25 years of age
 - o people with disability
 - o Aboriginal Australians and/or Torres Strait Islanders

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Proven ability to research, analyse and interpret information and report on findings.
- Works collaboratively stakeholders and in teams and treats people with respect and courtesy.
- Able to write a range of documents and able to communicate clearly and effectively to various audiences.
- Shows willingness to learn and develop expertise to achieve goals and tasks set. Achieves set goals and tasks within competing deadlines.
- Acts with integrity and behaves in an honest, professional and ethical way.

What are the Job reporting relationships?

This position reports to: General Manager

Supervisor Position No: MIN98083 Classification: L9

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- National Police Clearance

Approved Date

28-JUL-2016