



## Job Description

<b>Position Title:</b>	Graduate Officer	<b>Classification:</b>	Level 3
<b>Position Number:</b>	MP160030	<b>Location:</b>	1 Adelaide Terrace
<b>Division/Group:</b>	Resources Safety	<b>Supervises:</b>	0
<b>Branch/Section:</b>	Licensing and Regulation	<b>Reports to:</b>	Manager Support and Development

### Operational Context

The Licensing and Regulation Branch provides a diverse range of administrative, policy and information services to support the inspectorate branches of Resources Safety and industry. Functions include dangerous goods licensing, occupational health monitoring, safety levy administration and auditing, data management and reporting, business systems development, training coordination, legislative review and development, safety education and information services, finance and administration support.

### 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 Licensing and Regulation 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 majoring in psychology, or a Bachelor of Science, majoring in Health Promotion or Health and Safety, or an approved equivalent degree, with a focus on mental health and well-being concerns in the resources sectors (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

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### **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.

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### **What are the Job reporting relationships?**

This position reports to: Manager Support and Development

Supervisor Position No: MP160002      Classification: L8

#### **Positions reporting to this Job:**

This position has no direct reports

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### **What are the pre-employment requirements for this Job?**

- This position has been identified with a potential for Conflict of Interest
- National Police Clearance

#### **Approved Date**

28-JUL-2016