



<b>JOB TITLE:</b> Graduate Officer x 2	<b>POSITION NUMBER:</b> SD160003	<b>CLASSIFICATION:</b> Level 3
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<b>AWARD</b> Public Service and Govt Officers General Agreement	<b>POSITION TYPE</b> Contract Full Time
<b>GROUP</b> Resources and Industry Development	<b>BRANCH</b> Project Facilitation - Executive
<b>POSITION REPORTS TO</b> IR040036 - Executive Director Project Facilitation	<b>POSITIONS REPORTING TO THIS POSITION</b> Nil

## PURPOSE OF POSITION

The Department of State Development is currently recruiting two (2) Graduate Officer's, to commence in January 2017. The Graduate Officer positions will be working in the Project Facilitation Branch, and the State Initiatives Group.

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 Project Facilitation Division and State Initiatives Group.

The State Initiatives Group are responsible for ensuring the successful delivery of key Government industrial infrastructure initiatives.

The Project Facilitation Branch supports the operation and expansion of resources and industrial projects, for which statutory agreements between the proponent and the State and in place, and also facilitate non-State Agreement projects.

## CORPORATE CONTEXT

The Department of State Development provides leadership to drive responsible development for Western Australia's future. For further information please visit our website at [www.dsd.wa.gov.au](http://www.dsd.wa.gov.au)

## GROUP CONTEXT

The Resources and Industry Development group manages and assists the successful development and expansion of Western Australia's resources and industrial sectors.

## OPERATIONAL CONTEXT

Project Facilitation supports the operation and expansion of resources and industrial projects, for which statutory agreements between the proponent and the State are in place, and also facilitate non-State Agreement projects.



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## ROLE SPECIFIC RESPONSIBILITIES

- 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 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

- Demonstrates the Department of State Development's values which are: working together; leadership; integrity; transparency and excellence in delivery.
- Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures.

## JOB REQUIREMENTS

### Essential

- A Bachelor degree in one of the following disciplines: Natural resource management, environmental science, engineering, business, economics, geology or urban and regional planning (degree to be completed in the current or preceding calendar year).
- The Graduate Program is part of the agencies Workforce and Diversity Plan. For that reason, graduates under 25 years of age, people with a disability, and people of Aboriginal or Torres Strait Islander descent, are strongly encouraged to apply.

## COMPETENCIES

- Proven ability to research, analyse and interpret information and report on findings.
- Works collaboratively in a team and with stakeholders 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. Achieves set goals and tasks within competing deadlines.
- Acts with integrity and behaves in an honest, professional and ethical way.

<b>PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS</b>	Not Applicable
<b>JOB LOCATION</b>	1 Adelaide Terrace
<b>ACCOMMODATION AND/OR SPECIAL ALLOWANCES</b>	Not Applicable



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**Approved Date**

27-JUL-2016