



# Job Description Form

Department of Regional Development

Graduate Officer

## **POSITION DETAILS**

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Classification Level: Level 3  
Award/Agreement: PSA 1992/PSGOGA 2014  
Position Status: Permanent Full Time  
Physical Location: 140 William Street, Perth

## **REPORTING RELATIONSHIPS**

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Responsible to:

40013000 Director General Band 3 Special Division CEOs  
40013022 Executive Director Corporate and External Services Level 9  
40013041 Manager Human Resources Level 8  
40013043 Senior Organisational Development Consultant Level 6

**THIS POSITION: Graduate Officer Level 3**

Number of direct reports: Nil

## **ABOUT THE DEPARTMENT**

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The Department of Regional Development is a vibrant agency with a clear agenda: to develop thriving towns and communities in regional Western Australia.

### **Our Vision**

Is to have strong vibrant communities that build and deliver opportunities, facilities and services appropriate to their people.

### **Our Mission**

Is to facilitate the development of sustainable regional communities so they have a sense of purpose and control over their future.

### **Our Commitment**

The DRD way is to be professional in everything we do, act with confidence and courage, connect with each other, our customers and community, and show and value appreciation.

## **KEY WORK DESCRIPTION**

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The Graduate Officer will carry out a range of functions during rotation placements through different divisions of the department and possibly through other WA Government departments.

## **WORK DESCRIPTION**

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Assists in achieving business objectives within a team environment, through assigned research, policy and project activities, allocated during rotation placements.

Builds on relevant tertiary education, with corporate knowledge, and applies professional expertise to support and enhance business activities.

Develops sound understanding and knowledge of the operations of the department through short-term placements.

Effectively participates in on-the-job and other learning and development activities, provided throughout the development program.

Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.

Works within corporate policies and procedures and demonstrates expected behaviours aligned with the department's Code of Conduct.

Performs other duties as directed.

## **CAPABILITIES**

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

## **SPECIAL REQUIREMENTS/EQUIPMENT**

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Nil

**CERTIFICATION**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

EXECUTIVE DIRECTOR

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DIRECTOR GENERAL / MANAGER HR

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CERTIFICATION  
DATE: 15 July 2015