



Title	Graduate - Rotational	Classification	Level 3/4
Number	Generic	Group	Various
Reports to	Various	Division	Various
Supervises	0	Section	

Commission Overview

The Insurance Commission of Western Australia (ICWA) is a Government Trading Enterprise that provides Motor Injury Insurance to Western Australian motorists and manages RiskCover, the self insurance arrangements of the Western Australian Government. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Position Overview

To assist in achieving business objectives through assigned individual and collaborative research, analysis, project and policy activities.

Position Responsibilities

- Assists in achieving business objectives through assigned individual and collaborative research, analysis, project and policy activities.
- Drafts and prepares documentation including correspondence, briefing papers, procedures, reports, project documents and action plans.
- Builds on tertiary education and applies professional expertise to support and enhance business activities.
- Effectively participates in on-the-job training and other learning and development activities.
- Develops sound understanding, knowledge and experience of the operations of the Insurance Commission.
- Maintains a client focus by ensuring client needs are resolved in a professional and timely manner.

Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
- Ensures all correspondence is to a professional standard consistent with the style guide.
- Performs other duties as directed.

Work Related Requirements (Selection Criteria)

Essential

1. Demonstrated experience in research, analysis, and developing evidence based recommendations.
 2. Demonstrated ability to work as part of a team and exhibit a constructive and collaborative working approach.
 3. Demonstrated ability to communicate effectively and succinctly with a diverse range of people using verbal, written and presentation skills.
 4. Demonstrated ability to coordinate and prioritise tasks, projects and workload.
 5. A Bachelor degree qualification or higher in a relevant discipline.
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
 - 100 point identify check
 - Satisfactory evidence of Australian residency status or the right to work in Australia
 - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2017

Certification

Approved by the delegated authority and registered on:

24 February 2017