Government of **Western Australia**
Department of **Health**

POSITION DESCRIPTION

Position Number	00014527
Position Title	Graduate ICT Officer
Classification	PSO Level 3
Division	Purchasing and System Performance
Directorate	Information and System Performance
Unit	Office of the Executive Director
Position Status	Permanent
Award	Public Service and Government Officers CSA General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS

Division: Purchasing and System Performance

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Executive Director Position Number: 00014100 Unit: Office of the Executive Director

⬆

Manager Position Number: 00014921 Unit: Office of the Executive Director

⬆

This Position

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Directly reporting to this position:

Title & Position Number	Classification	FTE
Nil		
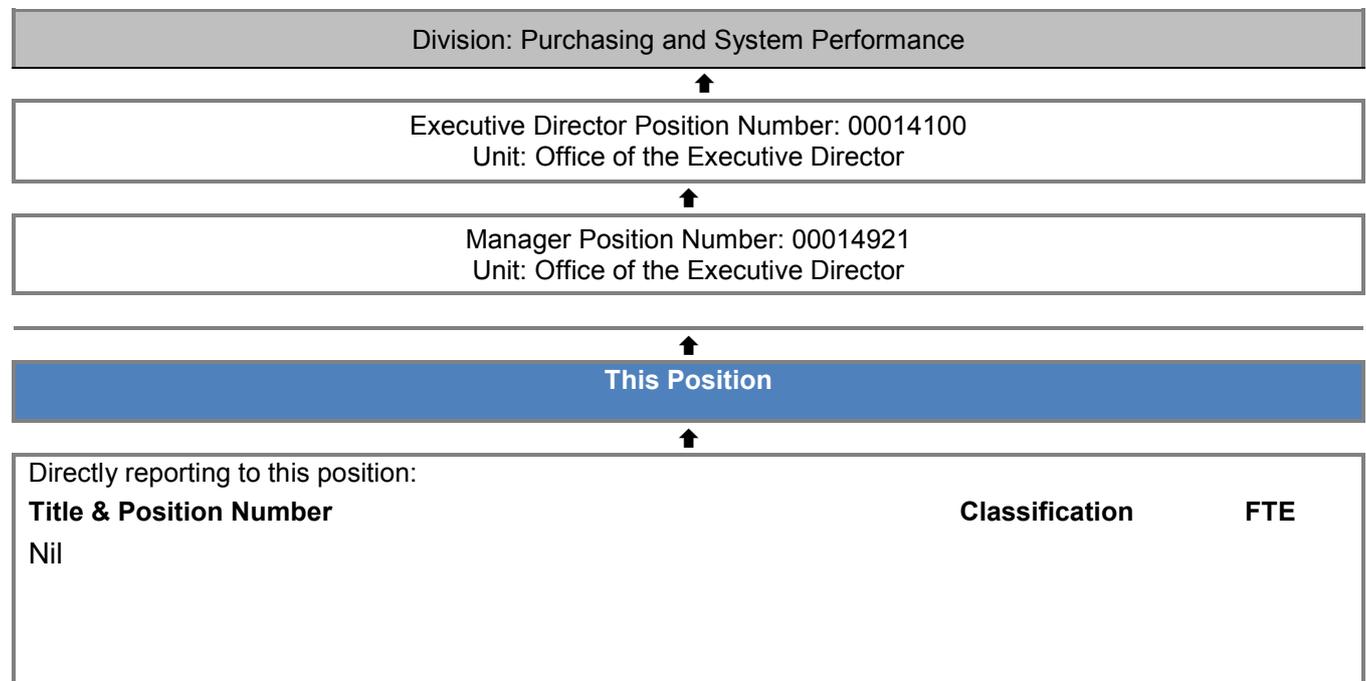
KEY RESPONSIBILITIES

The Graduate ICT Officer will provide solution development, project delivery and operations support in designated Information and Communications Technology (ICT) work areas focusing on data science and visualisation work to solve data centric business problems. They will also perform routine tasks which contribute to the delivery of service improvement initiatives across the WA Health System and contribute to the delivery of the Department of Health's organisational objectives.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Role-Specific Responsibilities

As per individual placement plans, the Graduate Officer will:

Undertake data analysis and use business intelligence tools and software such as Tableau, Power BI, R, Python, SQL and cloud computing environments.

Carry out designated research, policy and project activities to support business objectives, both individually and as part of a discrete team.

Draft correspondence including reports, briefing papers, internal memos, ministerials and parliamentary questions.

Actively participate in on-the-job learning including training activities provided through the Graduate Development Program.

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

Develop and maintain knowledge of all Directorate functions, products and services

Liaison and Stakeholder Development

Builds working relationships with key internal and external stakeholders in order to maintain business knowledge and understand prioritisations.

Participates in and/or supports working parties across the Department.

Corporate Responsibilities

Supports an environment of customer focus, excellence in delivery, high performance, and accountability within a team environment that values and recognises the contribution of all members.

Complies with corporate policies and procedures and models expected behaviours aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.

Undertakes other duties as required.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

1. Relevant degree qualifications with a good academic standing.

2. Sound interpersonal and communication skills including presentation, written communication and report writing skills.

3. Demonstrated research and problem solving skills, including the ability to use computer software to manage and manipulate data sets.

4. Ability to work collaboratively in a team environment.

Desirable Selection Criteria

NA

Appointment Factors	− Successful 100 point Identification Check.
	− Successful Criminal Record Screening Clearance.
	− Successful Pre-Employment Integrity check.

CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: