



Graduate Officer

Classification	Level 3
Position number	Generic
Business unit	Various
Directorate	Various
Award and Agreement	Public Service Award 1992 and relevant Public Sector CSA Agreement

About us

The Department

The Department of Treasury and Finance (DTF) is at the centre of Government decision-making. As the principal economic and financial advisor, we provide leadership and strategic advice and influence to support the delivery of services and outcomes for the benefit of Western Australia.

What we do is integral to the Government's decision-making processes about where and how to spend taxpayer's money to ensure Western Australians have access to quality services on a financially sustainable basis.


We lead procurement and leverage our buying power to secure products and services for government, achieving value for money for WA.

We collect revenue to fund government services and administer payment of grants and subsidies to the WA community.

The Business Areas

DTF comprises of eight key business areas, they are:

- Office of the Deputy Under Treasurer;
- Advisory Services;
- Economic;
- Agency Budgeting and Governance;
- Strategic Policy and Evaluation;
- RevenueWA;
- Procurement Policy and Strategy; and
- Corporate Strategy and Performance.



Graduate Officers have the opportunity to rotate through all business areas. The [DTF Functional Organisational Chart](#) provides a more detailed overview of each business area and its respective directorates.

The role

The Graduate Officer is exposed to a number of exciting, meaningful, and challenging work projects which support development and continuous learning. The Graduate Officer plays a key role in providing advice and contributing to projects that support the sustainable management of Western Australia's public sector finances, including economic analysis, revenue and taxation policy, and procurement strategy.

Key responsibilities

The Graduate Officer is primarily responsible for:

- undertaking analysis and providing high quality, timely and evidenced-based advice;
- anticipating issues and identifying solutions to complex policy, project, or case management challenges; and
- engaging with a broad range of stakeholders, both internal and external, and building effective working relationships.

Key duties

- Contributes to the development and presentation of evidence-based advice on economic, financial, regulatory, and social issues.
 - Undertakes research, analysis and evaluation of quantitative and qualitative data and information to assess programs and cases and identify trends.
 - Undertakes analysis of business cases and budget submissions as required and is a liaison point for portfolio agencies.
 - Provides support and advice on key government projects and policies.
 - Builds relationships through consultation with internal and external stakeholders and industry groups and promotes collaborative solutions to public policy challenges.
 - Prepares a range of high-level documentation, e.g., briefing notes, memos, reports, and presents information to a broad range of audiences.
 - Develops data models and information to support analysis.
 - Works collaboratively as part of a team and contributes to team objectives.
 - Exhibits accountability, professional integrity and respect consistent with DTF's values, Code of Conduct and the Public Sector Code of Ethics.
 - Undertakes other duties as required.
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Key requirements

Essential role-specific requirements

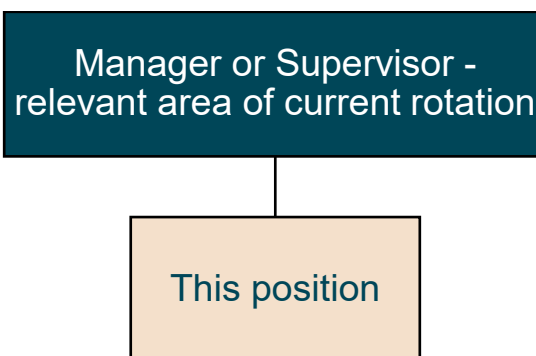
In addition to having successfully completed a tertiary qualification (minimum of a bachelor's degree / AQF level 7) between December 2024 and December 2026, **the Graduate Officer must have the capability to:**

1. analyse and evaluate information, using sound judgement to generate insights and contribute innovative thinking;
2. work independently and collaboratively within a team to achieve results, demonstrating resilience and a strong work ethic;
3. build productive relationships by establishing trust and working effectively with stakeholders;
4. demonstrate personal drive and integrity through professional behaviour, initiative and responsible decision-making; and
5. communicate information clearly and effectively, adapting style and approach to suit the target audience.

Leadership Expectations

We believe all our people are leaders and consider leadership to be critical to the success of the Department of Treasury and Finance. This role operates in the [Personal Leadership](#) context. You should consider and demonstrate the expected behaviours within the context of the role.

Reporting relationships



Certification

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

Assistant Director, People and Culture 18/03/2026
