

**Graduate Officer**

POSITION DESCRIPTION FORM

**Employment Conditions**

Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Various

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| **Region / Portfolio / Directorate:**Generic | **Position Description Number:**Generic 428 |
| **District / Branch:**Various | **Rank / Level / Band:**Level 3 |
| **Work Unit:**Various | **Position Category:**Choose an item. |
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**Position Objective**

Assists in achieving business objectives within a team environment through assigned research, policy and project activities allocated during developmental work placements. Graduate development is supported through mentoring and formal training as part of the Western Australia Police Graduate Program.

**Role of Work Unit**

WA Police is the State’s principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. WA Police provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the Agency.

**Reporting Relationships**

This position reports to:

* Dependent on rotation

Direct reports to this position include:

* Nil

Total number of positions under control: Nil

**Key Accountabilities**

The position will carry out a range of functions during a number of rotational placements through different units and divisions within the Portfolio. Roles may vary with each placement but are all contained in the following general accountabilities and duties:

#### 1 Graduate Program

1.1 Assists in achieving business objectives within a team environment, through assigned research, policy and project activities.

1.2 Drafts correspondence including reports, briefing papers, policy documents and action plans.

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

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

* 1. Develops sound understanding, knowledge and experience of the operations of the Agency.

1.6 Works within corporate policies and procedures and demonstrates expected behaviours aligned with the agency’s Code of Conduct.

**2 Other**

2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.

2.2 Undertakes other duties as directed.

**Work Related Requirements**

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| **Essential**  | **Context in which work related requirements will be applied and or general standard expected.**  |
| Qualification | Possession of a relevant tertiary qualification, relevant to the advertised business requirements, with a good academic record. Degree must be completed prior to the commencement of the program year (within the previous 18 months). |
| Communication | Preparing reports, memos, briefing notes and general correspondence and making recommendations for action. Liaising and consulting with a range of internal and external stakeholders. Establishing and maintaining a positive rapport with others. Working individually or within a team in enabling contribution and achievement of team goals. Liaising with personnel at all levels. |
| Analytical and problem solving | Experience in undertaking research and using a number of relevant sources or methods to address a business need (i.e. project, policy or tasks). Applying analytical and problem solving skills to develop evidence-based recommendations. |
| Planning and organising | Coordinating projects to achieve corporate goals and objectives, often within tight time frames. Managing and prioritising own workload to meet deadlines. |

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**Capability Framework**

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

**Certification**

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

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| **Work Area** | **Name** | **Date** |
| Strategic HR: Workforce Design and Consultancy | Pamela Soares | 18/07/2017 |
| Strategic HR: Workforce Design and Consultancy | Debbie Van Hamersveld | 18/07/2017 |