



Job Description Form

JOB TITLE: Graduate Officer	POSITION NUMBER: SD150007	CLASSIFICATION: Level 3
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AWARD Public Service and Govt Officers General Agreement	POSITION TYPE Permanent Full Time
GROUP Resources Development and Defence	BRANCH Strategic Projects B
POSITION REPORTS TO IR030089 - Executive Director	POSITIONS REPORTING TO THIS POSITION Nil
PURPOSE OF POSITION The Department of Jobs, Tourism, Science and Innovation (JTSI) is currently recruiting two (2) graduate officer positions to commence in January 2019. This graduate officer position is part of the Strategic Projects Division in the Resources Development and Defence Group. As a graduate you will carry out a range of functions during three (3) month placements throughout JTSI, and possibly through other WA Government department's before returning to your position in the Strategic Projects Division.	
CORPORATE CONTEXT The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia. For further information please visit our website at www.jtsi.wa.gov.au .	
GROUP CONTEXT The Resources Development and Defence group leads and assists the development and expansion of Western Australia's resources and industry sectors, improves local industry capability and participation, and promotes Western Australia's defence sector.	
OPERATIONAL CONTEXT Facilitates across government planning and approvals in support of projects beneficial to the State. This Division is also responsible for project advice regarding land access and assembly.	



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ROLE SPECIFIC RESPONSIBILITIES

- Carries out designated research, policy and project activities to support business objectives, both individually and as part of a team.
- Drafts correspondence including reports, briefing papers, internal memos, ministerials and Parliamentary Questions.
- Collaborates with internal and external stakeholders to provide and receive information as required.
- Builds on relevant tertiary education with corporate knowledge, and applies professional expertise to support and enhance business activities.
- Develops a sound understanding, knowledge and experience of the operations of the Department.
- Actively participates in on-the-job learning including training activities provided through the graduate learning and development program.
- Contributes and adopts digital practices in alignment with departmental approaches.
- Roles may vary with each placement but are all contained in the above general statements.
- Undertakes other duties as required.

CORPORATE RESPONSIBILITIES

- Demonstrates the Department's values which are: working together; leadership; integrity; transparency and excellence in delivery.
- Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures.

JOB REQUIREMENTS

Essential

- A Bachelor degree in one of the following disciplines: arts (anthropology; history; politics; international relations), economics, engineering and mining, environmental science, finance, law, and urban and regional planning (degree to be completed in the current or preceding calendar year).
- The graduate program is an equity and diversity employment initiative and therefore we are actively looking for university graduates from any of the following diversity groups to apply:
 - people under 25 years of age
 - people with a disability
 - Aboriginal Australians and/or Torres Strait Islanders

CAPABILITIES

- Proven ability to research, analyse and interpret information and report on findings.
- Works collaboratively in a team and with stakeholders and; treats people with respect and courtesy.
- Able to write a range of documents and able to communicate clearly and effectively to various audiences.
- Shows willingness to learn and develop expertise. Achieves set goals and tasks within competing deadlines.
- Acts with integrity and behaves in an honest, professional and ethical way.
- Actively listens to others and clarifies expectations and understanding.
- Writes clearly in a range of styles and formats.



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PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Permanent Resident/Citizen of Australia
JOB LOCATION	1 Adelaide Terrace
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable

Approved Date

30-JUL-2018