



Job Description

Position Title:	Graduate Officer	Classification:	Level 3
Position Number:	MIS18053	Location:	Cannington
Division/Group:	Service Delivery	Supervises:	0
Branch/Section:	Customer Information	Reports to:	Director Customer Information

Operational Context

Within the Service Delivery Group, the Customer Information Directorate is responsible for providing frontline customer service and information that is accurate, convenient and professional to meet the needs of DMIRS stakeholders and customers. The Customer Information Directorate is responsible for ensuring DMIRS is client focused and engages effectively with the community, businesses and stakeholders.

Role Overview

The graduate will carry out a range of functions during three month placements through different divisions of the Department, and possibly through other WA Government departments before returning to a position in the Customer Information Directorate.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- 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.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Take reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

- A Bachelor of Business, or an approved equivalent bachelor degree, with a business improvement or corporate communications and marketing focus (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 recent university graduates from any of the following diversity groups to apply:

- people 24 years and under
- people with disability
- Aboriginal and/or Torres Strait Islander people

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- 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.

What are the Job reporting relationships?

This position reports to: Director Customer Information

Supervisor Position No: MIS17109 Classification: L9

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- National Police Clearance

Approved Date

08-AUG-2018