



Job Description

Position Title:	Graduate Officer	Classification:	Level 3
Position Number:	MIS18063	Location:	Mineral House - East Perth
Division/Group:	Corporate Services	Supervises:	0
Branch/Section:	Executive and Information Management Services	Reports to:	Manager Information Management and Record Services

Operational Context

The Corporate Information Management (CIM) Branch provides leadership, direction, advice and support to facilitate information access and management across the department. The CIM team supports all DMIRS employees to comply with their legal record keeping responsibilities by: maintaining and implementing the department's approved Record Keeping Plan, monitoring information management and record keeping practices, and developing and delivering quality systems, training and coaching.

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 Executive and Information Management Services Branch.

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 Information Management, or an approved equivalent bachelor degree, with a records management

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: Manager Information Management and Record Services

Supervisor Position No: MIN98040

Classification: L7

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