



Job Description

Position Title:	Research and Statistical Officer	Classification:	Level 4
Position Number:	MP150021	Location:	Mineral House - East Perth
Division/Group:	Resource and Environmental Regulation	Supervises:	0
Branch/Section:	Strategic Policy and Legislation	Reports to:	Principal Policy Officer

Operational Context

Within the Resource and Environment Regulation Group the Geoscience and Resource Strategy Division is responsible for strategic resource policy setting and the facilitation of investment through the provision of geoscience data and products. The division manages the Exploration Incentive Scheme including the cofunded drilling program.

Role Overview

This position collects and collates relevant resources sector data and prepares quality research and analysis to support the work of the Strategic policy and legislation branch.

Role Responsibilities

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

- Collates and evaluates data relating to the minerals and petroleum industry and determines its relevance and accuracy.
- Identifies and investigates trends or anomalies in data and undertakes research and analysis to provide sound financial and economic advice.
- Prepares analysis and editorials on resources sectors issues including graphs, tables, infographics and other data presentation techniques suitable for publishing.
- Provides well-written and succinct reports and oral briefings to support the work of the branch, including contributing to the preparation of ministerial, parliamentary questions, briefing notes and speeches.
- Establishes and maintains international and national contacts to keep abreast of economic based commodity trends and world events affecting the resources industry.

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)

- Demonstrated data analysis skills and highly developed computer literacy, with experience in accessing and manipulating multiple data sources and systems.
- Well-developed written communication skills and experience in translating data into meaningful information for briefings and report writing.
- Knowledge of the Western Australian minerals and petroleum sector would be an advantage.
- A mineral resource economics background or current studies in this area would be highly regarded.

Capabilities Required

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

- Takes responsibility for completion of work and seeks guidance when required; identifies risks and takes initiative to progress work when required.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Produces a range of business documents including policies, procedures, briefings and reports accurately.
- Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.
- Draws on information from a range of sources, uses common sense to analyse what information is important.

What are the Job reporting relationships?

This position reports to: Principal Policy Officer

Supervisor Position No: IR073920 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

26-JUL-2018