



Job Description

Position Title:	<i>Transformation Officer</i>	Classification:	<i>Level 4</i>
Position Number:	<i>MIS18089</i>	Location:	<i>Mineral House - East Perth</i>
Division/Group:	<i>Strategic Business Innovation</i>	Supervises:	<i>0</i>
Branch/Section:	<i>Transformational Change</i>	Reports to:	<i>Manager Transformational Change</i>

Operational Context

Within the Strategic Business Innovation Group the Business Innovation Directorate develops and advises on whole-of-Government, inter-Government initiatives and other strategic matters ensuring increased efficiency to business through the delivery of simple, easy to access services.

Role Overview

The Transformation Officer is a position within the Aboriginal Employment Program (AEP). This program is a diversity initiative to increase the workforce representation of Aboriginal and Torres Strait Islander people at DMIRS and is aligned to our Aboriginal Employment Strategy and Reconciliation Action Plan (RAP). This role provides assistance in the delivery of transformational change projects through the creation of appropriate reports, presentations, promotional materials, and other relevant documentation. The role also undertakes project management activities, including the management and coordination of internal and external events. The Transformation Officer provides administrative support on transformational change projects. As part of the AEP, this officer will have the opportunity to undertake a rotation in a different team within the division to further develop their knowledge, skills and networks.

Role Responsibilities

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

- Assists with the preparation of ministerial responses, briefings, cabinet submissions, reports, policy statements, discussion papers and other correspondence.
- Assists with the development of proposals for change to support change initiatives, and provides administrative assistance and coordination of proposals for change consultation processes.
- Coordinates and project manages the delivery on events for internal and external stakeholders.
- Prepares reports, presentation and promotional materials to support internal change management activities, delivery strategic projects, or drive alignment of staff to DMIRS? vision and strategies.
- Assists with the evaluation of policies, procedures and programs to drive internal reform.
- Provides administrative support and project management activities for strategic projects and change initiatives.

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)

This position is part of the Aboriginal Employment Program (AEP) and is aligned to our Aboriginal Employment Strategy and Reconciliation Action Plan (RAP). This program is a diversity initiative to increase the workforce representation of Aboriginal and Torres Strait Islander people at DMIRS.

- Confirmation of Aboriginality.
- Demonstrated experience in the preparation of high quality, creative promotional materials including presentations and reports in support of strategies or initiatives.
- Demonstrated experience in project management including event management.
- Sound understanding of change management would be advantageous.
- Demonstrated ability in graphic design and use of Adobe Photoshop would be advantageous.

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.
- Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Draws on information from a range of sources, uses common sense to analyse what information is important.
- Focuses on gaining a clear understanding of others' comments by listening and questioning for clarity, checks own views have been understood.

What are the Job reporting relationships?

This position reports to: Manager Transformational Change
Supervisor Position No: MIS18067 Classification: L7

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- This position has been identified with a potential for Conflict of Interest
- National Police Clearance

Approved Date

28-SEP-2018