**Job Description Form**

**Graduate Project Officer/Aboriginal Graduate Project Officer**

**Position Details**

Classification Level: Level 3

Award/Agreement: PSA 1992 / PSGOCSAGA 2017

Position Status: Fixed Term, Full time

Organisation Unit: Corporate Operations / People and Facilities / Human Resources

Job Family/Group: Graduate

Physical Location: Perth

JDF Review Date: May 2019

Position Creation Date:

**Reporting Relationships**

**This position reports to:**

04003041, Organisational Development Consultant, Level 6

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

Graduate Project Officers assist in achieving business objectives within a team environment through assigned research, policy and project activities allocated during developmental work placements on rotation throughout the Department of Communities.

The targeted development program allows Graduate Project Officers to effectively participate in on-the-job learning and development activities.

**Duties and Responsibilities**

**Role Specific Responsibilities**

Carries out a range of project management related functions, through a series of developmental work placements, in various Divisions of the Department. While responsibilities may vary to some extent with each placement, all are contained in the general role statements below:

* Assists in achieving business objectives within a team environment through assigned research, policy and project activities allocated during developmental work placements;
* Effectively participates in on-the-job and other learning and development activities provided throughout the development program;
* Builds on relevant tertiary education, with corporate knowledge, and applies professional expertise to support and enhance business activities; and
* Develops a sound understanding, knowledge and experience of the operations of the Department through short-term placements.

**Corporate Responsibilities**

* Maintains a client focus by ensuring that our client needs are resolved in a professional and timely manner;
* Works within Equal Opportunity and Diversity, and Occupational Safety and Health principles and practices.
* Demonstrates expected behaviours as outlined in the Professional Development Program and the Department of Communities core values; and
* Performs other duties as requested, while on work placements.

**Essential Work-Related Requirements (Selection Criteria)**

1. Bachelor degree or higher, that will be completed by the end of this calendar year, or has been completed this year or in the previous calendar year.
2. Demonstrated ability to communicate clearly and effectively.
3. Demonstrated teamwork and interpersonal skills including the ability to build and maintain effective relationships with a range of people in various contexts.
4. Ability to use initiative to identify and implement improvements to processes and/or environments.
5. Ability to undertake research using a variety of appropriate techniques.
6. Sound conceptual, analytical and problems solving skills.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.
2. Departmental Record Check.