



Graduate Officer - Information Analyst - Level 3 (MIS20145)

Group:	Resource and Environmental Regulation	Location:	Mineral House - East Perth
Division/Directorate:	Resource and Environmental Compliance	Supervises:	0
Branch:	Operational Administration	Reports to:	Manager Projects, Compliance and Policy
Section:	Projects, Compliance and Policy		

Operational Context

Within the Resource and Environmental Regulation Group, the Resource and Environmental Compliance Division is responsible for the management of compliance and enforcement activities across the resource sector, including the provision of environmental approvals and compliance.

Role Overview

The graduate will carry out a range of functions during rotations through different divisions of the Department, and possibly through other WA Government departments before returning to a position in the Operational Administration Branch.

Role Responsibilities

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

- 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.
- Roles may vary with each placement but are all contained in the above general statements.
- Contributes and adopts digital practices in alignment with departmental approaches.
- Actively participates in on-the-job learning including training activities provided through the graduate learning and development program.
- Develops a sound understanding, knowledge and experience of the operations of the Department.
- Drafts correspondence including reports, briefing papers, internal memos, ministerials and Parliamentary Questions.
- Carries out designated research, policy and project activities to support business objectives, both individually and as part of a team.

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.
- Takes 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.

Role specific requirements

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

- A bachelor degree in Data Analytics or Information Systems, or an approved equivalent bachelor degree (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)

- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
 - Shows willingness to learn and develop expertise to achieve goals and tasks set.
 - Works collaboratively with team members and external stakeholders and treats people with respect and courtesy.
 - Meets objectives, follows up to ensure work is finalised.
 - Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
-

This position reports to:

Manager Projects, Compliance and Policy

Position No: MIS19052 Classification: L7

Positions reporting to this Role:

This position has no direct reports

Pre-employment requirements and further assessments that may be undertaken

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

Approved Date

23-JUL-2020