



JOB TITLE: Graduate Officer	POSITION NUMBER: JTS20084	CLASSIFICATION: Level 3
---------------------------------------	-------------------------------------	-----------------------------------

AWARD Public Sector CSA Agreement	POSITION TYPE Contract Full Time
---	--

GROUP Industry, Science and Innovation	BRANCH Office of Defence West
--	---

POSITION REPORTS TO JTS17027 - Project Manager	POSITIONS REPORTING TO THIS POSITION Nil
--	--

PURPOSE OF POSITION
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 Defence West.

CORPORATE CONTEXT
The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia. For further information please visit our website at www.jtsi.wa.gov.au.

GROUP CONTEXT
The Industry, Science and Innovation group collaborates with industry, government, and the research and innovation sectors to diversify the economy and create jobs through improved local industry capabilities and participation. It also promotes WA's defence and science industries and innovation capability and capacity.

OPERATIONAL CONTEXT
The Office of Defence West works to facilitate, promote and attract new defence industry business to the State in the national interest. The office works to promote Western Australia's defence sector capability and capacity to deliver the nation's future shipbuilding and submarine programs.



JOB TITLE: Graduate Officer	POSITION NUMBER: JTS20084	CLASSIFICATION: Level 3
---------------------------------------	-------------------------------------	-----------------------------------

<p>ROLE SPECIFIC RESPONSIBILITIES</p> <ul style="list-style-type: none"> • 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. <p>CORPORATE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Demonstrates the Department's values which are: working together; leadership; integrity; transparency and excellence in delivery. • Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures. 	<p>JOB REQUIREMENTS</p> <p>Essential</p> <ul style="list-style-type: none"> • A bachelor degree with an interest in international relations, politics, defence matters, infrastructure development or veterans issues (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: <ul style="list-style-type: none"> - people 24 years and under - people with disability - Aboriginal and Torres Strait Islander peoples <p>CAPABILITIES</p> <ul style="list-style-type: none"> • 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. • Able to write a range of documents and able to communicate clearly and effectively to various audiences. • Shows willingness to learn and develop expertise, responds to feedback and changes in requirements, to work towards agreed outcomes. • Acts with integrity and behaves in an honest, professional and ethical way.
--	---

PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Not Applicable
JOB LOCATION	1 William Street - Perth
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable



Job Description Form

JOB TITLE:

Graduate Officer

POSITION NUMBER:

JTS20084

CLASSIFICATION:

Level 3

Approved Date

06-AUG-2020