



Job Description Form

Data Science Graduate Officer - Level 3 (Various)

1 August 2022

Division/Directorate

Various

Branch/Section

Various

Reports to

Manager

Supervises

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Operational Context:

The Graduate Development Program is a rotational program which offers on the job experience with structured learning and a development program that includes coaching, mentoring, support and networking opportunities across public sector (Department of the Premier and Cabinet, Department of Communities, Department of Planning, Lands and Heritage and WA Police)

The program supports Graduates to develop skills in:

- Using data to shape public sector decisions and policy.
- Analytical, conceptual and research skills.
- Time and project management skills.
- Collaboration and liaison with public sector data analysts and users.
- Technical documentation and quality assurance processes.
- Government writing and professional communication with technical and non-technical audiences.
- Job Application and Interview Skills training to assist with career advancement after the program.

Role Overview:

The Graduate Officer will undertake research and analysis on a range of departmental projects and tasks and participate in project and policy teams.

Role Responsibilities:

Graduate Officers undertake a variety of work tasks and activities to support their development on a rotational basis throughout the Departments.

It is expected Graduate Officers will undertake the following:

- Assist with research, data collation and analysis on a range of projects, initiatives, services or systems.
- Assist with the development of data models to support decision making.
- Participate in multidisciplinary, intra/inter-agency teams and support coordination, cross-skilling and collaboration to achieve outcomes.
- Draft correspondence, internal memos, briefing papers, ministerials and reports.
- Research best practice, including current initiatives and innovations.
- Review processes, data analysis and data governance procedures to identify and implement improvements.
- Participate in Departmental or Interdepartmental Committees.
- Actively participate in on-the-job learning and training activities provided through the graduate learning and development program.
- Roles may vary with each placement but are all contained in the above general statement.

Corporate 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 Public Sector 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 and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

- Demonstrated innovation and initiative in problem-solving;
- Demonstrated skills in the analysis and use of data;
- Strong communication and interpersonal skills and the ability to work collaboratively in a team;
- An ability to prioritise work and meet deadlines; and
- Knowledge of one or more of:
 - A data programming language; or
 - Analysis of geospatial data; or
 - Statistical modelling; or
 - using data visualisation software (PowerBI, Tableau etc)
- Minimum undergraduate qualification of 3 years or postgraduate qualification of 2 years (Course requirements completed/due to complete between 2019 and 2022) in data science, computer science, geospatial information, and any data or technology related discipline.

Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- National Criminal Record Screening Clearance

Certification

DDG Signature:

People Services:

Date:

Date: