



# Job description form

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| <b>JOB TITLE:</b><br>Graduate Officer | <b>POSITION NUMBER:</b><br>JTS22146 | <b>CLASSIFICATION:</b><br>Level 3 |
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| <b>AWARD</b><br>Public Sector CSA Agreement | <b>POSITION TYPE</b><br>Contract Full Time |
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| <b>GROUP</b><br>Strategy and International Engagement | <b>BRANCH</b><br>TBC |
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| <b>POSITION REPORTS TO</b><br>JTS22112 – Director | <b>POSITIONS REPORTING TO THIS POSITION</b><br>Nil |
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**PURPOSE OF POSITION**  
The Department of Jobs, Tourism, Science and Innovation (JTSI) is currently recruiting for graduate officers to commence in January 2023. This graduate officer position is part of the Strategy and International Engagement Group. As a graduate, you will carry out a range of functions during your placements throughout JTSI and possibly through other WA Government departments before returning to your position in the Strategy and International Engagement Group.

**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.wa.gov.au/JTSI](http://www.wa.gov.au/JTSI)

**GROUP CONTEXT**  
The Strategy and International Engagement Group provides strategic policy advice and leadership on state development issues, promotes the State's export capabilities and investment opportunities through a network of international offices, and engages with government, industry and international stakeholders to promote Western Australia and its industries.

**OPERATIONAL CONTEXT**



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**ROLE SPECIFIC RESPONSIBILITIES**

- 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.
- Undertakes other duties as required.

**CORPORATE RESPONSIBILITIES**

- Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures.

**JOB REQUIREMENTS**

Essential

- A Bachelor degree completed in the current or preceding calendar year.
- The graduate program is an equity and diversity employment initiative and therefore we are actively seeking university graduates from any of the following diversity groups to apply:
  - People under 24 years of age
  - People with a disability
  - Aboriginal Australians and/or Torres Strait Islanders

**CAPABILITIES**

- 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 and courtesy.
- Drafts a variety of written documents and communicates clearly and effectively at all levels.
- Shows willingness to learn and develop expertise. Achieves set goals and tasks within competing deadlines.
- Acts with integrity and behaves in an honest, professional and ethical way.



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| <b>PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS</b> |                |
| <b>JOB LOCATION</b>                                    | CBD Perth      |
| <b>ACCOMMODATION AND/OR SPECIAL ALLOWANCES</b>         | Not Applicable |

**Approved Date**

23-AUG-2022