



Our Values

Solutions focused | Committed people | Working collaboratively | Making a difference

Role Statement

Role Title:	Graduate Officer
Level:	Level 3
Position Number:	Generic <i>(this role statement applies to all Level 3 Graduate Officer roles in Treasury)</i>
Directorate:	All
Business Unit:	All
Responsible to:	Business Unit Supervisors
Direct Subordinates:	Nil

About Treasury

We provide expert financial, economic and resource management advice to help the Government achieve its economic and fiscal objectives and ensure the efficient delivery of priority public services and infrastructure for the benefit of all Western Australians.

We support the Treasurer, the Expenditure Review Committee, and Cabinet by providing solutions-focused policy advice. In doing so, we directly influence decisions impacting Western Australia's economy, finances, society, and environment.

Our strategic goals are to:

- Goal 1: Promote fiscal sustainability and value for money outcomes;
- Goal 2: Promote a strong, competitive and diversified economy; and
- Goal 3: Enhance organisational capability and agility.

Reflecting our role at the centre of Government decision-making, we are committed to the highest standards of quality, integrity, and service. We champion a culture which respects and celebrates diversity and equity in the workplace and in our work.

About the Business Units and Directorates

Treasury currently has 5 business unit and 17 different Directorates.

The Office of the Deputy Under Treasurer business unit supports priorities that fall across Treasury and across Government, through the oversight of the State Finances, Infrastructure Strategy and Performance, Budget Coordination and Transport, and Financial Policy and Operations directorates.

The **Advisory Services** business unit works on key commercial projects as well as providing Corporate Strategy and Performance Services. The business unit also supports other parts of Treasury through the Data Analytics and Service Redesign team which assist with whole of government projects such as Sustainable Health Review implementation, service delivery reforms in the Departments of Justice and Communities, and digital transformation.

The **Economic** business unit is the leader in economic and revenue forecasts and is responsible for modelling a range of economic policy options. It also provides advice on economic, financial and policy issues ranging from economic conditions, tax and royalty changes, the distribution of GST grants, best practice regulation, wages policy, and microeconomic reforms.

The **Agency Budgeting and Governance** business unit works closely with many government agencies, providing evidence-based analysis and advice on service delivery to inform Government decision-making. The business unit provides oversight, governance, and financial support to the State's Government Trading Enterprises (GTE's).

The **Strategic Policy and Evaluation** business unit works together with health, mental health, education and training, communities and justice agencies/sectors to achieve value for money outcomes through the provision of financial and social policy advice. The unit also includes the Aboriginal Affairs Coordination Unit which provides a central advisory role on issues impacting outcomes for Aboriginal people and communities, including Closing the Gap targets and Native Title.

About the Role

The Graduate Officer roles at Treasury are exposed to a number of exciting, meaningful and challenging work projects which support development and continuous learning.

The roles play a significant role in the contribution of advice and information relating to the sustainable management of Western Australia's public sector finances and economic outlook. As a Graduate Officer you will be involved in supporting key government decision making across an extensive range of public policy issues by undertaking research, providing high quality, timely and evidenced-based analysis and advice, anticipate issues and contribute to identifying value-for-money solutions to complex policy challenges.

As part of your role, you will be required to engage with a broad range of stakeholders, both internal and external and build effective working relationships.

Graduate Officers will be required to work both individually and in team based projects to do the following:

- Contribute to the development and presentation of evidence-based advice on economic, financial, regulatory and social issues;
- Undertake research, analysis and evaluation of quantitative and qualitative data and information to assess programs and identify trends;
- Undertake analysis of business cases and submissions as required and be liaison point for portfolio agencies;
- Provide support and advice on key government projects and policies;
- Build relationships through consultation with internal and external stakeholders and industry groups and promote collaborative solutions to public policy challenges;
- Prepare a range of high level documentation eg briefing notes, memos and be able to present information to a broad range of audiences;
- Develop data models and information to support analysis; and
- Undertakes project work as required

Key Stakeholders

WHO	WHY
Internal	
Supervisor/Manager/Director	To provide support, share information, co-ordinate deliverables and liaise on development and training
Team members in the Directorate Team members across Treasury	To Support and collaborate on team activities and deliverables
External	
Public Sector agencies	To collaborate and share information on whole of government processes and agency-specific priorities. To provide advice and support to navigate decision-making and reporting processes.
Central policy agencies - Department of the Premier and Cabinet - Department of Finance	To share information and coordinate on common priorities and objectives

Core Capabilities

The five core capabilities below form part of [Treasury's Capability Framework](#). They articulate the desired behaviours and skills required for successful performance in a role at Treasury. Each capability is supported by a set of behavioural indicators which are accessible from the Treasury website (www.wa.gov.au/treasury) [Careers page](#).

Applicants will be assessed on the following essential capability requirements. You will need to ensure you consider the behavioural indicators relevant to the classification level and within the context of the advertised role.

- Strategy and Analysis**
Proactively analyses and evaluates information and displays innovative thinking.
- Achieves Results**
Works independently and as part of a team to achieve results. Displays a strong work ethic and resilience.
- Builds Productive Relationships**
Builds trust and effectively works together with internal and external stakeholders.
- Displays Personal Drive and Integrity**
Displays judgement, initiative and professionalism.
- Communicates and Influences Effectively**
Communicates information in a clear and effective manner for the target audience.

Essential Role Specific Requirements

- Successful completion of a relevant tertiary qualification completed between December 2021 and December 2023 and must be a minimum of a three-year undergraduate degree. Relevant disciplines (but not limited to) include Accounting and Finance, Business, Commerce, Economics, Law, Public Policy, International Relations, Data Science/Mathematics.