



Position Description

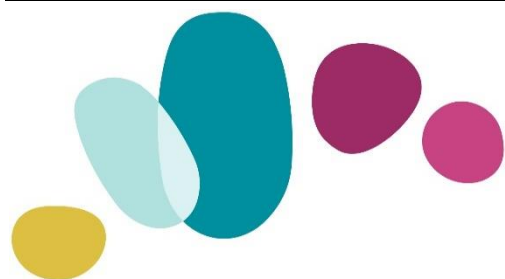
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|------------------|------------------|-----------------------|---|
| Position Title: | Research Officer | Classification Level: | Level 4 |
| Position Number: | 00033147 | Reports to: | Assistant Director Enterprise Information Management, Business Improvement & Governance |
| Directorate: | Service & Invest | Supervises: | Nil |
| Branch/Section: | Inform & Improve | Location: | Perth Metropolitan Area |

Our Vision

We serve Western Australia to deliver what is needed today to achieve a better tomorrow

Our Purpose

To lead and deliver services on behalf of the Government and for the benefit of the community



Empathy Collaboration Growth Clarity

Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values are **Clarity, Empathy, Collaboration** and **Growth**.

As a central government agency with a State-wide presence, Finance leads and delivers services to the Government, public sector agencies and the community, and places customers at the centre of its focus.

Services include strategic policy advice, building and managing major community infrastructure and government office accommodation, leading and supporting government procurement, collection of revenue and administration of grants and subsidies, and delivery of corporate services.

Role Summary

The Research Officer undertakes research and analysis on information relating to the management of asbestos-related claims. The role is responsible for searching for records and evaluating results to make conclusions on the accuracy of statements made in legal proceedings to which the department is party and writing reports relating to the asbestos-related claim. The role is also responsible for records-related project work and contributes to the achievement of wider Enterprise Information Management, Business Improvement & Governance team goals.

Your responsibilities

The successful applicant will be expected to:

Best Place to Work

- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture, including actively identifying opportunities to build positive organisational culture.
- Understand and consider departmental objectives, and customer needs in work activities to inspire excellence.
- Contribute to the environment that enables members to flourish, embrace diversity, flexibility and opportunity to deliver fit-for purpose services aligned with Finance objectives.
- Ensure resources are used efficiently and effectively.
- As a member of the Inform and Improve team, demonstrate initiative and be accountable for your work outputs and proactively contribute to the efforts of the team.
- Participate in and embrace coaching, feedback and capability building; and take initiative in personal growth and development.

Customer Centric

- Work proactively with customers/stakeholders to facilitate the delivery of relevant, contemporary and professional services and governance.
- Work collaboratively to achieve common goals, best practice and facilitate continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Work with the Assistant Director and Managers to develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Engage and work proactively with customers to support/develop contemporary strategies and policies by identifying and implementing solutions to real-world situations.
- Regularly confirm customer/stakeholder expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with Finance objectives.

Outcomes Focused

- Manages the process to identify departmental records which will help to progress and finalise legal proceedings against the department.
- Identify, analyse, and evaluate records against particularised claims, make conclusions about their accuracy, and prepare recommendations.
- Build a body of knowledge on historical departmental processes as they relate to the management of works projects.

- Compiles evidence for hearings and potential hearings.
- Assists with the searching of records which might be within scope of information-release requests (such as those made under Freedom of Information legislation).
- Assists with the provision of advice to business areas and teams about recordkeeping obligations to meet current and future legislative obligations and mitigate records-related risk.
- Liaises with stakeholders such as State Solicitor's Office and the Insurance Commission of Western Australia to ensure timely and quality progression of departmental reporting that is relevant to the management of asbestos-related claims which may include representing the Department in court proceedings.
- Assists with the identification of records capture within business information and other systems and for undertaking risk assessments over these systems to inform the department's risk tolerance.
- Contribute to appropriate and timely briefings and submissions to the department's Corporate Executive.
- Conduct research and analysis into a diverse range of matters, services, and specific strategic projects.
- Perform special projects and other duties as directed, primarily as these relate to furthering the department's Data and Information Strategy, enhancing the department's information and record management maturity and supporting the department to achieve information and records-related policy and regulatory compliance.

What you need to bring to this role

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

Essential

Shape and Manage Strategy

You will have sound research and problem-solving skills with the ability to demonstrate how your own work contributes to the achievement of organisational goals.

You will have excellent analytical skills with the ability to collate, present and report project data required for decision-making.

Achieve Results

You will deliver on plans and timeframes; and identify risks to achieve quality outcomes to suit individual client/business requirements.

You will have sound organisational skills with the ability to manage diverse workload and mitigate risks to achieve quality outcomes that address individual client/business requirements.

Build Productive Relationships

You will have demonstrated ability to work collaboratively and inclusively to build effective relationships and contribute towards a positive team environment.

Exemplify Personal Integrity and Awareness

You will have demonstrated self-awareness, accountability and commitment to contribute to departmental values in delivering quality outcomes.

Communicate and Influence Effectively

You will have sound communication, interpersonal skills, and the ability to deliver a customer-centric service.

Desirable

A sound understanding of, or the ability to quickly become familiar with, recordkeeping in a government context.

Completion of, or progress towards, a tertiary qualification.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance

Special equipment/requirements

Nil

Certification

Verified by: Dianne Terte, HR Consultant, October 2023

Classification Evaluation Date: October 2023