



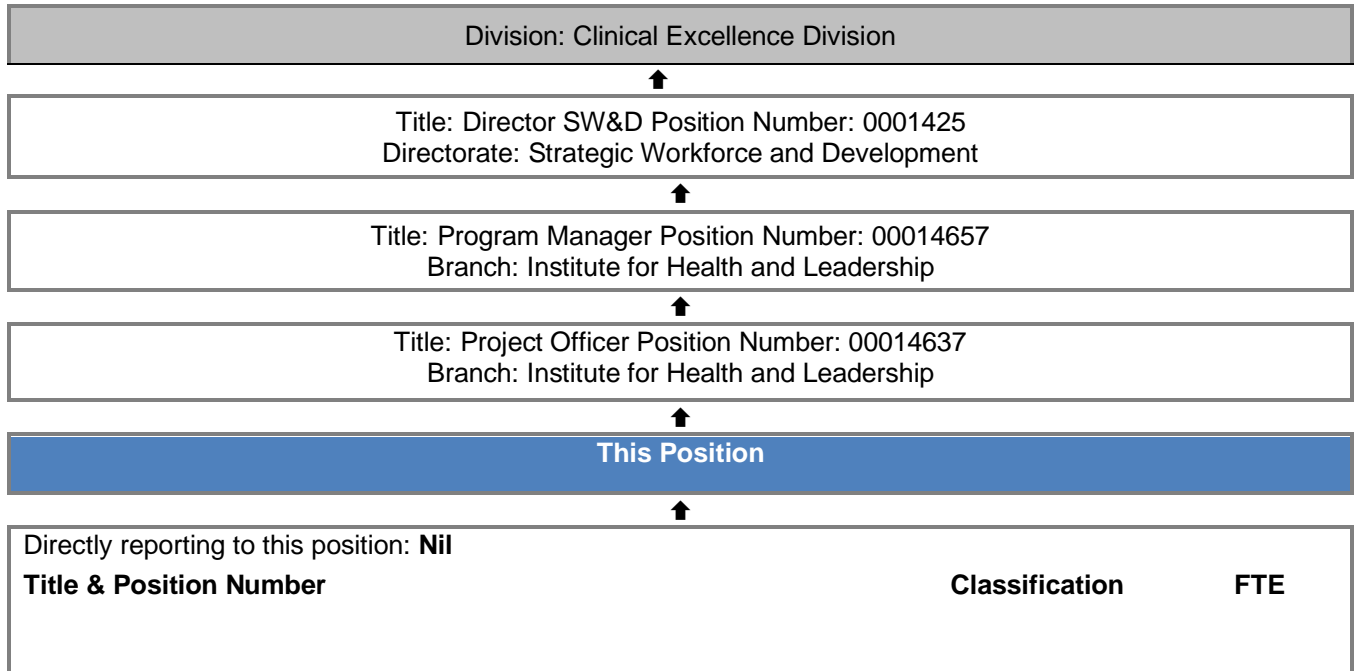
## POSITION DESCRIPTION

<b>Position Number</b>	00013900 - 00013908
<b>Position Title</b>	Graduate Officer (Public Health)
<b>Classification</b>	Level 4
<b>Division</b>	Clinical Excellence Division
<b>Directorate</b>	Strategic Workforce and Development
<b>Branch</b>	Institute for Health Leadership
<b>Position Status</b>	Permanent
<b>Award</b>	Public Sector CSA Agreement
<b>Site Location</b>	Various metropolitan sites

## ORGANISATIONAL ENVIRONMENT

<b>Our Vision</b>	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
<b>Our Mission</b>	To lead and steward the WA health system.
<b>Our Values</b>	Purposeful, Caring, Collaborative, Open, Outcome-focused

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

The Graduate Officer will provide research, policy and project support to designated work areas. They will also perform routine tasks which contribute to the delivery of service improvement initiatives across WA Health.

## BRIEF SUMMARY OF DUTIES

*This section outlines the results and outcomes required of an individual in this position.*

**Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.**

As per individual placement plans, the Graduate Officer will:

1. Carry out designated research, policy and project activities of increasing complexity to support business objectives, both individually and as part of a discrete team.
2. Independently draft correspondence including reports, briefing papers, internal memos, ministerial and parliamentary questions.
3. Collaborate with internal and external stakeholders to provide and receive information as required.
4. Develop a sound understanding, knowledge and experience of the operations of the WA Health System.
5. Build effective working relationships with key internal and external stakeholders.
6. Actively participate in on-the-job learning including training activities provided through the Graduate Development Program.
7. Build on relevant tertiary education, with corporate knowledge, and apply professional expertise to support and enhance business activities in alignment with strategic objectives
8. Undertake other duties as directed.
9. CORPORATE RESPONSIBILITIES
  - Demonstrates the WA Department of Health's values which are Respect, Excellence, Integrity, Teamwork & Leadership
  - Demonstrates effective leadership and integrity by complying with the WA Department of Health's Code of Conduct and all Policies and Procedures

## WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

### Essential Selection Criteria

1. Degree qualifications with a good academic standing.
2. Demonstrated ability to communicate effectively, including oral communication, presentation skills, written communication and report writing skills.
3. Demonstrated research skills including conceptual and analytical ability.
4. Excellent interpersonal skills, including ability to build and maintain good working relationships, manage conflicts, and influence others.
5. Demonstrated ability to work effectively in a team environment.

### Desirable Selection Criteria

1. Knowledge of the WA Health system (or health related industries).
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Factors

- Provision of minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: