



# Job Description Form

## Graduate Officer

### Department Graduate Program

#### Position details

---

Classification Level: 3

Award/Agreement: Public Service Award 1992 / Public Service CSA Agreement  
(and subsequent agreement/s)

Position Status: Temporary

Organisation Unit: Various

Physical Location: Various

#### Reporting relationships

---

Responsible to: Various

**This position: Graduate Officer - Level 3**

Direct reports: NIL

#### Overview of the position

---

The role of the Graduate Officer is to develop knowledge, skills and ability to successfully assist the Department of Justice meet its core functions service delivery outcomes objectives and the needs of the community and other stakeholders.

The Graduate Officer will receive learning and development training and undertake a range of work across the Department within given parameters under guidance. The work includes undertaking research and analysis to support evidence-based policy development, ministerial briefing notes and correspondence and making improvements to existing procedures.

The Graduate Officer will require a tertiary degree in a relevant study area and should demonstrate an interest/experience in the work of the Department of Justice.

#### Job description

---

The successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.

- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

### **Role specific responsibilities**

---

- Provides administrative support to assist workplace teams and other staff. Follows workplace policies and procedures to achieve tasks.
- Assists in the management of assets, facilities, procurement, technology and systems to achieve effective and efficient use of allocated physical and financial resources.
- Drafts reports, briefing papers, policy documents and action plans.
- Builds on relevant tertiary education and applies professional expertise to support and enhance Departmental activities.
- Undertakes qualitative and quantitative research and investigation to assist in the development and improvement of procedures and policies.
- Examines documents for compliance with legislation, policy and procedure and liaises with the appropriate areas and stakeholders; and
- Contributes to data integrity and provides assistance in records management practices.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

---

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Shapes and Manages Strategy**

The ability to; understand the reasons for decisions made within the division and be able to explain how they are related to their work, identify issues that may impact on the achievement of goals and inform supervisor, utilise knowledge of the work environment to contribute to planning activities, draw information from a variety of sources and apply common sense to analyse what information is important/relevant are all important for this role.

#### **Achieve Results**

The ability to; reschedule and reorganise work to reflect changes in priorities, demonstrate knowledge of new programs, plans or services that are relevant to the position, maintains accurate records and files; and, ensure that tasks are completed within allocated timeframes are all fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and maintain relationships with senior management colleagues and clients, share information with stakeholders and seek input from others to inform team discussions, ensure that relevant/important information is shared where required, treat people with respect and courtesy and to act on constructive feedback are requirements for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

A commitment to; adhere to the Code of Conduct in all interactions, behave in an honest professional and ethical way, check and confirm the accuracy of all information prior to release, take responsibility for the completion of work and seek guidance where necessary, stay calm under pressure and not react personally to criticism, acknowledge mistakes and learn from them, meet agreed performance levels and seek and accept supervisor feedback and guidance are all important for this role. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

### **Communicates and Influences Effectively**

An ability to; structure messages clearly and succinctly orally and in writing, gain a clear understanding of others comments by actively listening and asking questions to ensure understanding – checks that own views have been understood and able to discuss issues thoughtfully are requirements for this role.

### **Role Specific Criteria**

- **Interest and Knowledge:** Evidence of practical knowledge, interest or experience in the work of the Department, such as work experience, university practicum or volunteer work.
- Demonstrated research, analysis and problem-solving skills.
- Tertiary Qualification: Possession of a relevant tertiary degree qualification. The tertiary qualification must have been completed in the last three (3) years.

### **Certification**

---

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

Executive Director Human Resources

Signature: \_\_\_\_\_ Date: February 2024

HR certification date: April 2024