



Graduate Officer

Classification	Level 3
Position number	Generic
Business unit	Various
Directorate	Various
Award and Agreement	Public Service Award 1992 and relevant Public Sector CSA Agreement

About us

The Department

The Department of Treasury is at the centre of Government decision-making. We make a difference by providing the Government with expert financial and economic advice, to benefit all Western Australians.

Our strategic goals are to:

- promote fiscal sustainability and value for money outcomes;
- promote a strong, competitive and diversified economy; and
- enhance organisational capability and agility.

We are a diverse and inclusive agency where our people do meaningful and rewarding work. We provide flexible working options and many other benefits, including being located in the heart of Perth's CBD overlooking the Swan River. To find out more about why Treasury is an incredible place to work, visit our [careers page](#).

The Business Areas

The Department of Treasury comprises five key business units. They are:

- Office of the Under Treasurer;
- Office of the Deputy Under Treasurer;
- Advisory Services;
- Economic;
- Agency Budgeting and Governance; and
- Strategic Policy and Evaluation.

The [Treasury Functional Organisational Chart](#) provides a more detailed overview of each business unit and its respective directorates.

The role

The **Graduate Officer** is exposed to a number of exciting, meaningful and challenging work projects which support development and continuous learning. The role plays a significant part in the contribution of advice and information relating to the sustainable management of Western Australia's public sector finances and economic outlook.

Key responsibilities

The **Graduate Officer** is 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;
- anticipating issues and contributing to identifying value-for-money solutions to complex policy challenges; and
- engaging with a broad range of stakeholders, both internal and external and building effective working relationships.

Key duties

- Contributes to the development and presentation of evidence-based advice on economic, financial, regulatory and social issues.
 - Undertakes research, analysis and evaluation of quantitative and qualitative data and information to assess programs and identify trends.
 - Undertakes analysis of business cases and submissions as required and is a liaison point for portfolio agencies.
 - Provides support and advice on key government projects and policies.
 - Builds relationships through consultation with internal and external stakeholders and industry groups and promotes collaborative solutions to public policy challenges.
 - Prepares a range of high-level documentation, eg, briefing notes, memos and presents information to a broad range of audiences.
 - Develops data models and information to support analysis.
 - Works collaboratively as part of a team and contribute to team objectives.
 - Exhibits accountability, professional integrity and respect consistent with the Department of Treasury's values, Code of Conduct and the Public Sector Code of Ethics.
 - Undertakes other duties as required.
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Key requirements

Core competencies

The five core capabilities below, part of [Treasury's Capability Framework](#), articulate the desired behaviours and skills required for successful performance in the role. Each capability is supported by a set of behavioural indicators. You will need to ensure that you consider and demonstrate the behavioural indicators relevant to the classification level and within the context of the role.

1. Strategy and analysis
2. Achieves results
3. Build productive relationships
4. Displays personal drive and integrity
5. Communicates and influences effectively

Essential role-specific requirements

Successful completion of a tertiary qualification completed between December 2020 and December 2024; must be a minimum of a three-year undergraduate degree.

Certification

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

Assistant Director, People and Culture 18/07/2024
