



Job description form

JOB TITLE: Graduate Officer	POSITION NUMBER: JTS23081	CLASSIFICATION: Level 3
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AWARD Public Sector CSA Agreement	POSITION TYPE Temporary Full Time
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GROUP Various	BRANCH Various
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POSITION REPORTS TO Various	POSITIONS REPORTING TO THIS POSITION Nil
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PURPOSE OF POSITION
The Graduate Officer will undertake an 18-month structured program with access to professional and personal development and continued support. Rotating through core business areas of the Department and possibly through other Western Australian Government departments, the Graduate Officer will receive invaluable opportunities to develop skills in effectively dealing with people and build networks.

CORPORATE CONTEXT
The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in Western Australia. For further information please visit our website at www.wa.gov.au/JTSI

GROUP CONTEXT
The Corporate Services Division is responsible for the provision of effective, efficient and timely corporate services and provides advice and support to management and staff that enable business objectives to be obtained.

OPERATIONAL CONTEXT



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ROLE SPECIFIC RESPONSIBILITIES

- Provides supports and assistance to directors and managers on a range of operational matters, including data collection and analysis and preparation of associated reports.
- Drafts correspondence including reports, briefing papers, internal memos, ministerials and Parliamentary Questions.
- Contributes to the development, implementation and review of policies and procedures.
- Collaborates and build relationships with internal and external stakeholders to provide and receive information as required.
- Develops a sound understanding, knowledge and experience of the operations of the Department.
- Actively participates in on-the-job learning including training activities provided through the graduate learning and development program.
- Supports the delivery of project activities and outputs, in line with JTISI's strategic priorities and business plan.
- Undertakes other duties as required.

CORPORATE RESPONSIBILITIES

- Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures.
- Demonstrates the expected behaviours of the personal leadership context.

JOB REQUIREMENTS

Essential

- A tertiary qualification in a relevant discipline completed within the last two years or be completing and in your final year at university.

LEADERSHIP BEHAVIOUR EXPECTATION

Leadership expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of [Personal Leadership](#) for this position.

- **Lead collectively:** You proactively build strong working relationship with members of your team and use these relationships to achieve your objectives and deliverables to a high standard.
- **Think through complexity:** You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise.
- **Dynamically sense the environment:** You seek to understand expectations and problems by listening actively and asking clarifying questions.
- **Deliver on high leverage areas:** You take responsibility for managing your work to achieve results, keeping others informed of your progress.
- **Build capability:** You recognise your role in and contribution to creating a healthy culture in your team environment.
- **Embody the spirit of public service:** You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary.
- **Lead adaptively:** You participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them.



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PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Suitable proof of identity based on a 100 point identity check Permanent Resident / Citizen of Australia
JOB LOCATION	Perth CBD
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable

Approved Date: