



Job description form

JOB TITLE: Undergraduate Officer	POSITION NUMBER:	CLASSIFICATION: Level 1
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AWARD Public Sector CSA Agreement	POSITION TYPE Contract Part time
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GROUP TBC	BRANCH TBC
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POSITION REPORTS TO TBC	POSITIONS REPORTING TO THIS POSITION Nil
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PURPOSE OF POSITION
The Department of Jobs, Tourism, Science and Innovation (JTSI) is currently recruiting for undergraduate officers to commence in January 2024. As a undergraduate officer, you will carry out a range of functions during your placements throughout JTSI and possibly through other WA Government departments. You will be exposed to a range of learning and development opportunities throughout your experience.

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

LEADERSHIP EXPECTATIONS
The Department has adopted *Leadership Expectations* which provide an understanding of the mindsets and expected behaviours required of all our employees and the public sector. The Department's leadership context for this role is *Personal Leader*.



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ROLE SPECIFIC RESPONSIBILITIES

- Demonstrates the expected behaviours of the personal leadership context.
- 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, and internal memos.
- Provides supports and assistance in the development, implementation and review of policies and procedures.
- Builds relationships with internal and external stakeholders to provide and receive information as required.
- Develops an understanding, knowledge and experience of the operations of the Department.
- Actively participates in on-the-job learning including training activities provided through the undergraduate learning and development program.
- Contributes and adopts digital practices in alignment with departmental approaches.
- Supports the delivery of project activities and outputs, in line with JTSI's strategic priorities and business plan.

CORPORATE RESPONSIBILITIES

- Complying with the Departmental Code of Conduct and Policies and Procedures.

JOB REQUIREMENTS

Essential

- As a minimum has completed their first semester as an undergraduate student of a bachelor degree program.

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 use information and analysis to initiate problem resolution and seek guidance as necessary
- **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.

Other Requirements

The Mila Kaaditj - Aboriginal Career Escalator Undergraduate Program is a diversity and inclusion initiative and we are actively seeking university students from any of the following diversity groups to apply:

- Aboriginal individuals (aged 18 and older).



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PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	
JOB LOCATION	CBD Perth
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable

Approved Date

19-MAY-2023