



Job Description Graduate Project Officer Level 3

| | | | |
|-------------------------|--|-------------------------|-----------|
| Position Number: | 00036483 | FTE: | 1.0 |
| Directorate: | Various | Branch: | Various |
| Location: | Osborne Park | Position Status: | Permanent |
| Agreement/Award: | <i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024</i> or as replaced | | |

Reporting Relationships

Reports to:

Rotation Manager

Other officers reporting to the above office:

No direct reports

This Office – officers under direct responsibility:

No direct reports

Key Role Statement

The Graduate Project Officer will complete a 12 month graduate program consisting of two project based work rotations across different areas of the Department.

The Graduate Project Officer will play an important role as part of a project team to deliver strategic outcomes for the Department. Tasks may include project scoping and management, identifying and managing resources, coordinating and consulting with stakeholders, researching and writing project submissions, and meeting project timeframes. Under appropriate guidance and supervision, the Graduate Project Officer may undertake higher level project management where appropriate. Specific tasks and responsibilities may differ depending on the placement.

Key Responsibilities

- Carries out designated policy and project activities to support business objectives, both individually and as part of a team.
 - Undertakes research from a wide range of sources and consultation channels.
 - Analyses data to inform evidence based solutions and present information effectively for different stakeholder groups.
 - Drafts correspondence including reports, briefing notes, general correspondence and corporate submissions.
 - Assists in the dissemination of Department documents.
 - Collaborates with internal and external stakeholders to provide and receive information as required.
 - Builds on relevant tertiary education with corporate knowledge and applies professional expertise to support and enhance business activities.
 - 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.
 - Contributes and adopts digital practices in alignment with departmental approaches.
 - Works collaboratively with their team, staff across the Department and where required, external stakeholders to the Department.
 - Demonstrates effective leadership and integrity by complying with the Department's Code of Conduct and all Policies and Procedures.
-

Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Personal Leadership** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Lead collectively** - You proactively build strong working relationships 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 adapt your communication style and language depending on your target audience, negotiating confidently and respectfully.
- **Deliver on high leverage areas** - You take responsibility for managing your work to achieve results, keeping others informed of your progress.

Selection Criteria

Essential

- Proven ability to research and analyse information and apply problem solving skills.
- Well-developed written communication and interpersonal skills.
- Ability to achieve a range of tasks within competing timeframes.
- Ability to work collaboratively in a team and with stakeholders.

A focus of the Department's Workforce Diversification and Inclusion Strategy is to optimise opportunities for people from diversity groups to engage in public sector employment. While it is not a requirement of this position, graduates from the following diversity groups are encouraged to apply:

- People 24 and under;
- Aboriginal and/or Torres Strait Islander people; and
- People with Disability.

Other Requirements

- May be required to work from any Department worksite.
- Completion of a Bachelor degree or higher within the last two years.

Values

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
- We have integrity and courage.
- We respect, trust and care for each other.
- We know diversity makes us stronger.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Branch Director:

Name: Michelle McArthur **Position:** Assistant Director Human Resources

Signature:  **Date:** 4 September 2025

Delegated Authority:

Name: Jacqueline Furey **Position:** Director Human Resources

Signature:  **Date:** 4 September 2025

HR USE ONLY

Date Registered on Content Manager: 04/09/2025

Content Manager Reference No: TWD/F23/0000379