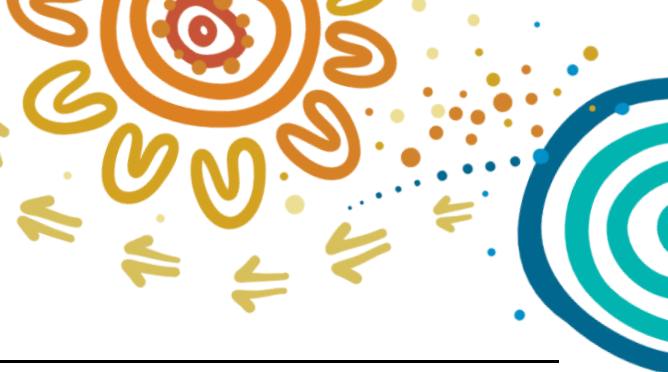




Job Description Form

Graduate Officer

Position Number:	101531	Portfolio:	Strategy and Performance
Classification:	Level 3	Reports to:	Senior HR Consultant, Employment Programs, L6
Location:	Statewide	Direct Reports:	Nil

Description

The Graduate Officer contributes to the delivery of government programs, projects and services through research, analysis and practical support across diverse areas of work. Through structured placements, the role builds core public sector capability while applying academic knowledge in a real-world context. The role supports team outcomes and organisational capability to deliver benefits for the community.

Responsibilities

In context of above description, the role:

- Contributes to the delivery of programs, projects and services by providing research, analysis and practical support that informs planning, reporting and decision-making.
- Prepares clear and accurate written material, including briefings, reports and correspondence, to support operational and strategic outcomes.
- Builds and maintains effective working relationships with colleagues and stakeholders to support collaboration, service delivery and shared objectives.
- Applies academic knowledge and emerging professional skills to real-world work, supporting continuous improvement and organisational capability.
- Supports the implementation of policies, procedures and initiatives by contributing to reviews, evaluations and improvement activities.
- Maintains accurate records and information in line with governance, legislative and information management requirements.
- Actively participates in the graduate program, including learning activities and rotational placements, to build capability and professional judgement.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

We serve to make a difference | We build trust | We care | Open minds | Better together



Work Related Requirements

Read these requirements in context of the above contents.

1. You hold a relevant bachelor's degree completed within the last 2 years, providing a foundation for professional work in the public sector.
2. You have demonstrated ability to analyse information, identify key issues and contribute sound input that supports planning, reporting and decision-making.
3. You have the ability to communicate clearly and professionally in writing and verbally, including contributing to reports, briefings and routine correspondence.
4. You have demonstrated capacity to work collaboratively as part of a team and build effective working relationships to support shared outcomes.
5. You have the ability to manage competing priorities and deliver agreed tasks to time and quality expectations under guidance.

Special Requirements

- The department will conduct a national police check before offering employment.