

Statement of Duties

Graduate Officer

As at June 2026

Agency:	Various
Position number:	Various
Award/Agreement:	Tasmanian State Service Award (TSSA) and Health and Human Services (Tasmanian State Service) Award (HAHSA)
Classification level:	Graduate
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Position status:	Permanent or Fixed-Term
Ordinary hours per week:	Full time 36.75 hours per week (TSSA Award) or 38.00 hours per week (HAHSA Award)

Purpose:

1. To participate in a Graduate Development Program; and
2. Develop quality public sector skills by undertaking a range of activities that provide exposure to the operations of the Tasmanian State Service. This includes contributing to key projects, undertaking research and analysis, and providing advice on a range of matters.

Duties:

1. Participate in a Graduate Development Program.
2. Undertake and assist with specific projects and policies including planning, development, coordination, implementation, monitoring and review.
3. Develop and maintain relevant documentation such as plans, reports, correspondence, and briefing notes.
4. Liaise with agencies and other stakeholders where required.

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5. Provide secretariat administrative and general support as required.

Level of responsibility:

The Graduate Officer is required to:

- Ensure that all work carried out is thorough, well researched, accurate and timely.
- Display flexibility, creativity and initiative in developing proposals and recommendations for consideration by management and be responsible for the accuracy of such proposals and recommendations.
- Meet deadlines and prioritise workloads to meet demand.
- Carry out work as part of a small team or alone under supervision.
- Accurately assess the political sensitivity of matters relating to their work.
- Communicate with external organisations, negotiating effectively and resolving issues as required.

Reporting structure:

Directions and work priorities are set by the supervisor. As the occupant gains experience, they will receive less routine supervision and be subject to general supervision, where discretion and choice in selecting the most appropriate method for completing the allotted task is not only encouraged but expected.

Final work is reviewed by a senior member within the work group.

Selection criteria:

1. Ability to undertake research and analysis and make recommendations at a Graduate level.
2. High level of motivation and willingness to undertake a range of functions and achieve work goals and objectives.
3. Commitment to personal development.
4. Ability to build relationships and relate to people at all levels.
5. Good verbal and written communication skills.
6. Ability to work independently and/or part of a team.

Essential requirements:

- Have graduated with a minimum of a three-year undergraduate or completed a postgraduate degree in the last two years or have graduated by the end of January 2026 (qualifying degrees as rated by the [Australian Qualifications Framework](#) are at level 7 or above)
- Post-graduate degrees will only be accepted provided that a three-year undergraduate degree has also been obtained.

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Depending on the agency and role you are appointed to, you may also be required to satisfy/acquire one or more of the following if you are successful in obtaining a position:

- **Department for Education, Children and Young People (All roles)**
The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must always remain current and valid whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment).
- **Department of Health (Some roles)**
That their qualification can lead to membership of CPA Australia.
- **Department of State Growth (Some roles)**
Bachelor of Engineering
- **Homes Tasmania (All roles)** - The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - crimes of violence
 - sex related offences
 - serious drug offences
 - crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

State Service Principles and Code of Conduct:

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Workplace health and safety and Workplace Diversity:

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The Tasmanian State Service is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

State Government workplaces and vehicles are non-smoking environments.

Employees are responsible for adhering to the instructions within the security plan and are expected to be pro-active in identifying threats in their workplace, in particular challenging, or reporting anyone who is not properly identified within their workplace. All staff are to be familiar with and participate in all evacuation drills.