

# Statement of Duties

## Graduate Officer

As at 10 October 2017

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<b>Agency:</b>	Various
<b>Position number:</b>	Various
<b>Award/Agreement:</b>	Tasmanian State Service Award (TSSA) and Health and Human Services Award (Tasmanian State Service) (HAHSA)
<b>Classification level:</b>	Graduate
<b>Full Time Equivalent (FTE):</b>	1
<b>Location:</b>	Hobart
<b>Position status:</b>	Permanent or Fixed-Term
<b>Ordinary hours per week:</b>	Full time 36.75 hours per week (TSSA Award) or 38.00 hours per week (HAHSA Award)

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### Position objective:

Develop quality public sector skills by undertaking a range of activities that provide exposure to the operations of the Tasmanian State Service. Core skills include undertaking research and analysis, and providing advice on a range of matters, such as government policy, human resources management, business, finance, asset management, ICT, communications and marketing and building and technical.

### Duties:

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

## Statement of Duties: Graduate Officer

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, he/she 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 at a Graduate level.
2. High level of motivation and willingness to undertake a range of functions.
3. Commitment to personal development.
4. Good interpersonal and written communication skills.
5. Ability to work independently and/or part of a team.

### **Essential requirements:**

- Hold a bachelor degree (minimum)

Depending on the agency 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 of Education** Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment).
  - This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.

## Statement of Duties: Graduate Officer

- **Department of Premier and Cabinet (Disability)** - Eligibility requirements in accordance with the approved Graduate Program for People with Disabilities. These requirements state that:
  1. A person will be eligible to participate in the Program if they meet the definition of 'disability' as set out in the Disability Services Act 2011, which covers people with intellectual, psychiatric, sensory or physical impairments, as well as individuals with cognitive impairments who fall within the equivalent Commonwealth legislation; or
  2. Persons who have a disability and have been assessed by Centrelink as requiring specialist employment assistance, and have been referred to any approved Disability Employment Services provider will also be eligible to participate in the program.
- **Department of Health and Human Services** - 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.
- **Department of Police, Fire and Emergency Management** - A person selected for a position in DPFEM must satisfy a national criminal history check as part of the appointment, promotion or transfer process. The following check is conducted:
  1. A conviction check for:
    - any crimes of violence
    - sex-related offences
    - serious drug and alcohol related offences
    - crimes involving dishonesty
    - serious traffic offences.

### State Service Principles:

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://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.

**Code of Conduct:**

The State Service Code of Conduct (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

**Workplace diversity:**

The Tasmanian State Service is committed to high standards of performance in respect to managing diversity.

**Workplace health and safety:**

The Tasmanian State Service is committed to high standards of performance in respect to 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.

Smoking is not permitted in the workplace or government vehicles.

Staff are also 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.