

# Role Statement

## Graduate Officer (PO1)

Organisational alignment	
Division:	People and Corporate Services
Directorate:	People and Capability
Section:	Organisational Performance and Development
Reports to	Manager
Number of direct reports:	Nil

## Role overview

The Graduate Officer will undertake a range of project or program support tasks and assist with the development of solutions to discipline related problems. The Graduate Officer will assist with contributing to the development of professional standards, programs, projects, assets, and services.

The Graduate Officer will work closely with highly skilled and experienced professionals across the Department. The role requires the Graduate Officer to be highly motivated and have an ability to apply discipline knowledge to support business outcomes.

The graduate program provides an opportunity to learn and adapt quickly to different work environments across the Department as part of a structured graduate employment and development program.

Further information about the department can be found at [https://dit.sa.gov.au/about\\_us](https://dit.sa.gov.au/about_us)

## Our Values

We pride ourselves on applying these values to our day to day interactions and individual performance. They shape our approach to achieving our strategic agenda.



### Collaboration

We work collaboratively as one team to serve our community



### Honesty

We are honest, open and act with integrity



### Excellence

We are committed to excellence in everything we do



### Enjoyment

We enjoy our work and recognise our success



### Respect

We respect, understand and value ourselves and every person in our business

## Key outcomes required of the role

- Undertaking a range of project or program support tasks and assisting with process improvements relating to the day to day operations in the area of the rotation.
- Contributing to the review of new discipline techniques, technologies and methodologies to achieve improved outcomes.
- Analysing and developing responsive solutions to discipline problems, while working within the Department's systems, processes and policies.
- Responding to customers and stakeholder enquiries providing accurate and timely advice. Prepare briefings, reports and correspondence by applying knowledge of current legislation, policy and related issues.
- Maintaining records and systems and contributing to the development of professional standards, programs, projects, assets, systems and/or services.
- Ensuring work undertaken meets quality and service delivery standards and/or compliance with regulations, codes and specifications.
- In each rotation, developing knowledge of the discipline and the issues, risks, trends and directions associated with the range of functions, including an understanding of relevant quality and risk management requirements.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with the Department's Values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

## Special conditions attached to the role

- May be assigned to an area where the role is classified as a position of trust. A satisfactory criminal history/record check, and/or other specific role requirements in line with departmental policies and procedures may be required;
- Some out of hours and weekend work may be required;
- Some intra / interstate travel may be required;
- A current driver's licence may be required.

## Educational qualifications / licenses

- Completion of appropriate degree or qualification.

## Technical capabilities

The following are the technical capabilities required for the role:

- Nil

## Person Capabilities

The [department's Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; Personal Attributes; Building Relationships; Achieving Results; Leadership and Growth; and Performance Enablers.

- This role is classified as Stream 1 within the department's Capability Framework. Refer to Page 4 for the detailed capabilities required for this stream.

## Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the Person Capabilities (refer to Page 4) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the Role Overview and Key Outcomes.

- Ability to communicate effectively in writing or verbally with a wide range of people.
- Sound interpersonal skills and experience in fostering positive relationships and working collaboratively within a team.
- Proven problem solving skills and the ability to undertake research and analytical tasks and to prepare clear, concise correspondence and reports
- Proven ability to display flexibility of approach in order to meet changing requirements and situations.
- Takes responsibility and ownership for work and has experience in planning, prioritising and organising work to ensure agreed timelines are met.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

### Approved





Signature ..... Date .....

Title



# Team Member

Roles in this stream would typically consist of individual contributors and team members (indicative classifications include ASO1-3, GSE2, PO1, OPS1-3, TGO0-1, TRA, CMW3-7, M8-11, WBT3-6).

 Personal Attributes	 Building Relationships	 Achieving Results	 Leadership and Growth	 Performance Enablers
<p><b>Commits to the role of public service</b> Acts professionally, displaying the department's values and public-sector values and ethics.</p> <p><b>Contributes to a positive culture of safety</b> Shows genuine care for the safety and wellbeing of self, others and the communities we serve. Follows all departmental Work, Health and Safety procedures, contributes to safety meetings and works with others to achieve a zero-harm environment.</p> <p><b>Shows cultural respect. Values diversity and inclusion</b> Shows respect for diverse backgrounds, experiences and perspectives. Values diversity of thought. Demonstrates awareness and respect for Aboriginal and Torres Strait Islander peoples' culture and values.</p> <p><b>Embraces change</b> Shows resilience and courage. Anticipates, adapts and responds to change. Projects enthusiasm and recovers from setbacks.</p>	<p><b>Communicates effectively</b> Actively listens to others, responds in a respectful and timely way. Has open and honest conversations. Communicates clearly in business and technical writing. Has good attention to detail.</p> <p><b>Works collaboratively</b> Works collaboratively as part of one team, sharing information and ideas.</p> <p><b>Builds meaningful relationships</b> Develops relationships in the business to deliver more effective outcomes.</p> <p><b>Influences and negotiates</b> Seeks out different views and helps influence a desired outcome.</p> <p><b>Commits to delivering community and customer-focused services</b> Demonstrates knowledge of the department's Customer Service Charter and takes responsibility for meeting the service-excellence principles. Provides a responsive and helpful service to internal and external customers and the communities we serve.</p>	<p><b>Accountable for delivering results</b> Is accountable, takes ownership and pride in their work. Plans and meets deadlines, persists through difficulties and aims to achieve high-quality results. Manages multiple priorities, making choices about time allocation to deliver goals. Knows when to ask for help or escalate issues. Seeks out specialist advice and support and works within delegation for their role.</p> <p><b>Is a strategic and future thinker</b> Helps identify and apply leading practice in their field of work.</p> <p><b>Commits to continuous improvement and innovation</b> Helps identify ways to continuously improve work processes.</p> <p><b>Evidence-based decision maker</b> Is an effective problem solver. Provides evidence to support decisions within their delegation.</p>	<p><b>Leads high-performing individuals and teams</b> Only relevant if you have supervisory responsibilities.</p> <p><b>Seeks clarity and purpose</b> Seeks to understand how their role contributes to achieving the department's and State Government strategic goals.</p> <p><b>Commits to developing skills and career</b> Sets and achieves personal targets, contributes to delivering team objectives, engages in opportunities for regular feedback and shares expertise. Willing to develop and apply new skills and actively pursues learning experiences to ensure best possible performance.</p> <p><b>Recognises success</b> Recognises and acknowledges high-quality work in self and others.</p>	<p><b>Change management</b> Engages with and adapts to change in a positive manner.</p> <p><b>Financial acumen</b> Has good numeric and financial skills. Understands and follows appropriate financial processes within their delegation.</p> <p><b>Technology</b> Is familiar and confident in using the technology required for their role and willing to adapt to new technology.</p> <p><b>Project management</b> Shows awareness and understanding of the department's project-management framework as relevant to their role.</p> <p><b>Risk and compliance</b> Is aware of and complies with the policies and procedures required in the role. Is able to identify and advise supervisors of risks that impact the work environment.</p>

A copy of the department's Capability Framework is available at [https://dit.sa.gov.au/careers/DPTI\\_Capability\\_Framework.pdf](https://dit.sa.gov.au/careers/DPTI_Capability_Framework.pdf)