



Position profile

POSITION TITLE : Graduate Position – Engineering/Science/Policy-Programs.

DIVISION : Various **BRANCH** : Various

UNIT : Various **LOCATION** : Various

Key activities	Results achieved
Participate in various divisional projects and programs. Undertake and monitor components of projects and programs, analysing and reporting results to nominated standards and time lines.	<ul style="list-style-type: none"> Projects and programs undertaken and monitored. Reports completed on projects. Production of databases and maintenance of monitoring records.
Undertake research and data analysis to contribute to projects and policy development, procedural documents and to respond to identified issues and business needs.	<ul style="list-style-type: none"> Issues/problems are addressed consistently. Timely and accurate reports prepared to address and report on activities. Accurate, well-researched and balanced policy advice and support is provided.
Prepare draft correspondence, briefs and reports to advice and/or respond to Ministerial and Departmental requests.	Information for briefing notes, Ministerial's and reports is well researched, and correct information is presented.
Communicate with a range of Departmental staff. Liaise with other agencies and stakeholders about divisional activities.	<ul style="list-style-type: none"> Staff, other agencies and stakeholders are aware of, and understand the Department of Water and Energy's activities. Stakeholders are well informed. Community and other government agencies have access to information about departmental policies and processes.
Collate, interpret, manage and disseminate information to support Departmental activities	<ul style="list-style-type: none"> Relevant information is collated and disseminated.
Participate as part of a multi-disciplinary team.	<ul style="list-style-type: none"> Staff members operate as a co-operative team. Interaction between staff is collaborative.
Demonstrate standards of professional behaviour and ethics that promote and maintain public confidence and trust in the work of the Department.	<ul style="list-style-type: none"> Behaviour is consistent with the Department's Code of Conduct. Principles and policies of EEO, cultural diversity and OHS contribute to a productive and harmonious workplace.

SELECTION CRITERIA

- Appropriate degree level tertiary qualifications
- Interest in working in water and energy fields along with an interest in working within government
- Well developed written and oral communication skills
- Aptitude for problem solving
- Good interpersonal skills including negotiation, conflict resolution skills and the ability to influence and persuade
- Ability to research, coordinate and initiate projects
- Ability to use spreadsheets and database computer programs for reporting
- Ability to work cooperatively as part of a team
- Ability to organise and achieve work objectives.

JOB FAMILY: Expertise

WORK BAND: A

CLASSIFICATION / GRADE: DPO 1