

Role Statement

Department of Planning, Transport and Infrastructure

TITLE OF POSITION: Graduate Officer

CLASSIFICATION LEVEL: ASO2

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Role Overview

DPTI offers graduates challenging and rewarding work roles and a comprehensive professional development program. The graduate program allows for you to rotate through a range of disciplines to help build a diverse set of capabilities. DPTI graduates work on interesting projects, with the support of experienced professionals, to contribute to a more sustainable future for South Australia.

Key Outcomes of the Role

The Graduate will undertake a wide range of activities which may include all or any of the following:

- a. Undertaking and or/supporting professional projects and /or activities in the area of your rotation.
- b. Undertaking a range of project or program support tasks and assist in process improvements to assist with the day to day operations in the area of your rotation.
- c. Selecting, adopting and contributing to the review of new professional discipline techniques, technologies and methodologies to resolve problems.
- d. Analysing and developing responsive solutions to professional problems, while working within DPTI systems, processes and policies.
- e. 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.

Directorate:
Position Number:
ANZCO Code:
Location: #PO1 Template #9460388



Government of South Australia
Department of Planning,
Transport and Infrastructure

- f. Maintaining records and systems and contributing to the development of professional standards, programs, projects, assets, systems and/or services.
- g. Ensuring work undertaken meets quality and service delivery standards and/or compliance with regulations, codes and specifications.
- h. In each rotation, developing knowledge of the discipline and the issues, risks, trends and directions associated with the span of functions including an understanding of relevant quality and risk management requirements.

Special Conditions and Essential Requirements

Some work outside normal hours and inter/intrastate travel involving overnight absences may be required. A current driver's licence may be required.

Qualifications / Licences




- a. Completion of appropriate degree or qualification.



Person Capabilities

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- b. Demonstrates a commitment to exhibiting and inspiring their team members and workforce to actively engage in the behaviours that reflect the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Exhibit behaviours that model integrity, professional accountability and diversity across the department, across-government, and community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.

DPTI Core Capabilities

DPTI has identified core capabilities, skills and behaviours required for all staff to help us meet our strategic objectives. The capabilities identified for your role are outlined below. All of the capabilities are important but those in **bold** are where you will need to demonstrate immediate competency for the Graduate positions.

 <p>Personal Attributes</p>	<p>Commits to the role of public service</p> <ul style="list-style-type: none"> • Acts professionally displaying DPTI values and Public Sector values and ethics. <p>Contributes to a positive culture of safety</p> <ul style="list-style-type: none"> • Shows genuine care for the safety and wellbeing of self, others and the communities we serve. Follows all DPTI Work, Health and Safety procedures, contributes to safety meetings and works with others to achieve a zero harm environment. <p>Shows cultural respect. Values diversity and inclusion.</p> <ul style="list-style-type: none"> • 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>Embraces change</p> <ul style="list-style-type: none"> • Shows resilience and courage. Anticipates, adapts and responds to change. Projects enthusiasm and recovers from setbacks.
 <p>Building Relationships</p>	<p>Communicates effectively</p> <ul style="list-style-type: none"> • 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>Works collaboratively</p> <ul style="list-style-type: none"> • Works collaboratively as one team, sharing information and ideas. <p>Builds meaningful relationships</p> <ul style="list-style-type: none"> • Develops relationships in the business to deliver more effective outcomes. <p>Influences and negotiates</p> <ul style="list-style-type: none"> • Seeks out different views and helps influence a desired outcome. <p>Commits to delivering community and customer focused services</p> <ul style="list-style-type: none"> • 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>Achieving Results</p>	<p>Accountable for delivering results</p> <ul style="list-style-type: none"> • 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>Is a strategic and future thinker</p> <ul style="list-style-type: none"> • Helps identify and apply leading practice in their field of work. <p>Commits to continuous improvement and innovation</p> <ul style="list-style-type: none"> • Helps identify ways to continuously improve work processes. <p>Evidence based decision maker</p> <ul style="list-style-type: none"> • Is an effective problem solver. Provides evidence to support decisions within their delegation.

 <p>Leadership and Growth</p>	<p>Seeks clarity and purpose</p> <ul style="list-style-type: none"> Seeks to understand how their role contributes to achieving the DPTI and State Government strategic goals. <p>Commits to developing skills and career</p> <ul style="list-style-type: none"> 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>Recognises success</p> <ul style="list-style-type: none"> Recognises and acknowledges high quality work in self and others.
 <p>Performance Enablers</p>	<p>Change Management</p> <ul style="list-style-type: none"> Engages with and adapts to change in a positive manner. <p>Financial acumen</p> <ul style="list-style-type: none"> Has good numeric and financial skills. Understands and follows appropriate financial processes within their delegation. <p>Technology</p> <ul style="list-style-type: none"> Is familiar and confident in using the technology required for their role and willing to adapt to new technology. <p>Project Management</p> <ul style="list-style-type: none"> Shows awareness and understanding of DPTI's project management framework as relevant to their role. <p>Risk and compliance</p> <ul style="list-style-type: none"> 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.

Delegate Approval

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Name

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Signature

Date: / /