

Business Graduate (ASO3)



Government
of South Australia
Department for Infrastructure
and Transport

Role statement

Organisational alignment	Division:	Various
	Directorate:	Various
	Section:	Various
Reporting relationships	Reports to:	Business Manager / Senior Leader
	Direct reports:	Nil FTE

Role overview

The Business Graduate will play a vital role in supporting the Division by providing effective business support services and supporting the management of cross-functional issues and disciplines throughout the Department for Infrastructure and Transport (the 'Department').

This entry level pathway will provide the Graduate with an opportunity to apply academic knowledge and gain practical experience in the vital field of business management. They will also build a capacity to provide support and advice to enable the delivery of a comprehensive range of corporate and business management services related to key processes and systems used across the Division.

The Graduate will engage with various stakeholders, including agency representatives, other Government Departments and employees to support successful program outcomes aligning to divisional and departmental priorities and opportunities for continuous improvement.

The Graduate will also provide support for general business and administration tasks across the Division such as but not limited to: reporting, freedom of information requests, ministerial and cabinet submissions, invoice processing, HR administration, database management/coordination, executive support and event management.

Further information about the Department can be found at: <https://www.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 together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Undertake a range of functions associated with business management services, projects policies and related processes.
- Undertake research and analysis to provide advice, information and assist in the preparation of correspondence and reports, including recommendations that support the delivery of assigned agency programs, projects and policies.
- Liaise and negotiate with internal stakeholders to obtain feedback and contribute to the resolution of issues, to progress programs, projects, systems or services.
- Build relationships with stakeholders and contribute knowledge to resolve business management matters in a day-to-day environment.
- Assist with the development, implementation and review of relevant policies, guidelines and procedures to meet program or section goals and objectives.
- Collaborate with all areas within the Directorate and share information and ideas to assist with the alignment of policy and governance functions.
- Utilise project management principles to collaborate and seek input on the design, implementation and review of divisional projects, programs and initiatives.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our 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

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intrastate travel may be required.
- Australian Citizen, Australian Permanent Resident, or have an appropriate visa that allows you to work in Australia.

Educational qualifications / licenses

- Bachelor of Business, Business Administration, International Business, Management, Policy, Innovation, Entrepreneurship and Strategy or other like discipline is essential (completed within the last three years of your application date, or qualification has been completed prior to employment).

Technical capabilities

- Nil.

Person capabilities

[Our 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.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 1: Team member

Stream 1 roles 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).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Listens and responds to customers' needs using clear and concise communication, tact and diplomacy, and maintains a high degree of confidentiality.
- Consistently manages high volumes of work, pays close attention to accuracy and detail and meets targets within deadlines.
- Sound knowledge and relevant skills associated with the span of assigned functions including an understanding of related government programs, policies, legislation and regulations that impact on the functions of the role.
- Ability to exercise analytical and research skills to evaluate information, provide advice and communications, and develop clear correspondence and reports with recommendations that meet deadlines.
- Proven ability to work under general direction, independently or as part of a team, plan and organise activities, set priorities, use initiative and judgement in the interpretation of policies and procedures and achieve objectives within deadlines.
- Proven ability to communicate clearly and concisely with a wide range of people including the ability to listen to stakeholders, handle sensitive or difficult issues with tact and diplomacy and maintain a high degree of confidentiality at all times.
- 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: _____

Director, People, Culture and Capability

People, Culture and Capability Use Only	KNet ID: 22217682	ANZSCO code: 2211	Position number: Multiple
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