



Government of **Western Australia**  
Department of **Corrective Services**

# Job Description Form

## Generic - Senior Policy Officer

### Strategic Policy Development Branch

#### POSITION DETAILS

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Classification Level: Level 6  
Award/Agreement: PSA 1992/ PSGOGA 2014  
Position Status: Permanent  
Organisation Unit: Office of Reform Division, Strategic Policy Directorate  
Physical Location: Perth CBD

#### REPORTING RELATIONSHIPS

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Responsible to: Generic - Principal Policy Officer - Level 7

**THIS POSITION:** **Generic – Senior Policy Officer - Level 6** (*Strategic Policy Development*)

Direct Reports: Nil

#### OVERVIEW OF THE POSITION

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The Senior Policy Officer provides assistance and support to the Principle Policy Officer in the research and development and implementation of a range of complex strategic reform initiatives. The position will undertake comprehensive strategic research and analysis to shape and manage the Department's strategic agenda.

The Strategic Policy Directorate is accountable for shaping and managing the development of policy options aligned to Department reform platforms and strategic deliverable. The Directorate will lead develop and implement policy across the Department, working with other Directorates. The Directorate develops responsive, innovative, practical policy and programs that deliver desired outcomes working with a variety of cohorts within the community. This Directorate will also identify and analyse emerging trends regarding the Department's strategic direction.

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## **JOB DESCRIPTION**

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As part of the Strategic Policy team, the successful applicant will be expected to:

- Maintain focus and alignment on the Department's goals concerning safety security and rehabilitation;
- Always consider the unique risks associated with the Department's activities when undertaking all duties;
- Communicate effectively, model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

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- Plans, undertakes and manages research, environmental scanning and analysis necessary to examine the impacts of changes to agency policies, strategies, guidelines and programs and proposes solutions to identified problems;
- Liaises and consults with key stakeholders across the Division, Department and whole of government to ensure that advice and decision making is supported;
- Delivers timely and accurate high-level advice and briefings that reflect effective liaison, engagement and consultation with key stakeholders;
- Reviews the *strategic policy* and the operational requirements of the Department, including identifying potential policy and procedural impacts for the agency;
- Prepares and presents detailed policy proposals, submissions, discussion papers, and other documents incorporating research and feedback to inform the strategic decision making process within the Directorate and across the Department; and
- Undertakes other duties as required.

## **JOB RELATED REQUIREMENTS**

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In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

### **Achieve Results**

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

### **Builds Productive Relationships**

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

### **Communicates and Influences Effectively**

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

### **Role Specific Criteria**

- Demonstrated experience in policy development, implementation and evaluation.

## **SPECIAL REQUIREMENTS/EQUIPMENT**

### **CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_