



# Job Description Form

## Generic - Principal Policy Officer

### POSITION DETAILS

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Classification Level:	Level 7
Award/Agreement:	PSA 1992 / PSGOGA 2014
Position Status:	Permanent, full time
Organisation Unit:	Office of Reform
Physical Location:	Perth CBD

### REPORTING RELATIONSHIPS

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Responsible to:

013056 Assistant Director Performance, Partnerships & Programs – Level 8

#### **THIS POSITION: Generic - Principal Policy Officer – Level 7**

Direct reports: Senior Policy Officer Level 6  
Policy Officer Level 5

### OVERVIEW OF THE POSITION

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The Principal Policy Officer, Office of Reform undertakes a lead role in the development and review of agency-wide change management policies, strategies and guidelines, as well as managing the high level coordination of, and contribution to, strategic reform initiatives across the Department to ensure that there is an alignment with key strategic directions and policy priorities, the role also promotes the integration of policy into the planning of organisational outcomes.

The Strategic Policy Directorate is accountable for shaping and managing the development of policy options aligned to Department reform platforms and strategic deliverables. This Directorate will lead, develop and implement policy across the Department, working with other Directorates. The structure has been designed to ensure accountabilities for each branch within the Directorate are clear whilst enabling cross functional integration.

A key function of the Directorate is to build and manage productive and effective relationships and partnerships that engage stakeholders. The Directorate develops responsive, innovative, practical policy and programs that deliver desired outcomes working with a variety of different cohorts within the community. The branches will also identify and analyse emerging trends regarding the Department's strategic direction.

## JOB DESCRIPTION

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

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and 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 chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively 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 directorate on committees and working groups as required.

## ROLE SPECIFIC RESPONSIBILITIES

- Applies contemporary knowledge of Public Sector practices, guidelines, compliance obligations, emerging issues and trends to evaluate the impact of reform changes to agency policies, strategies and programs. Identifies problems and proposes solutions;
- Manages coordination across the division, department and the whole-of-government to ensure that advice and decision making is supported by the input of key stakeholders;
- Delivers timely and accurate high-level advice and briefings that reflect effective liaison, engagement and consultation with key stakeholders;
- Aligns the strategic direction and the operational requirements of the Department including identifying potential policy and procedural impacts for the agency;
- Prepares and presents ministerial briefings, policy proposals, submissions, discussion papers, project briefs and other documents incorporating research and feedback to inform the strategic decision making process within the Division and across the Agency;
- Supports the operations of the Directorate by; assisting staff as required; coaching and mentoring Senior Policy and Policy Officers to develop and enhance their capabilities; actively participating in the formulation and achievement of objectives, strategies and priorities that support the effective functioning of the Directorate, and;
- Carries out 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; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns policy initiatives accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

### **Achieve Results**

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, monitor own progress and adjust plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

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

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to provide forthright and impartial advice - to challenge important issues constructively and stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities.

### **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, select the most appropriate medium for conveying information and structures communications to ensure clarity, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

**Role Specific Criteria**

Demonstrated ability to manage a coordination role; deal with a high volume of information, multiple stakeholders and tight deadlines to produce quality briefings, advice and innovative solutions.

Demonstrated ability to analyse and design appropriate policy options, including complex strategies aligned to organisational goals in a large, multi-disciplinary organisation is essential.

**SPECIAL REQUIREMENTS/EQUIPMENT**

Nil

**CERTIFICATION**

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

EXECUTIVE DIRECTOR

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

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