



Job Description Form

Generic - Policy Officer

Strategic Planning Branch

POSITION DETAILS

Classification Level: 5
Award/Agreement: PSA 1992/ PSGOGA 2014
Position Status: Permanent, full time
Organisation Unit: Office of Reform Division, Strategic Policy Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 013054 – Assistant Director Strategic Planning – Level 8
THIS POSITION: **013212 - Policy Officer - Level 5**
Direct Reports: Nil

OVERVIEW OF THE POSITION

The Policy Officer provides assistance to the branch in the research, evaluation and analysis of a range of policy initiatives. As a part of the Strategic Policy Directorate the position will undertake a variety of activities that will assist to shape and manage the Departments strategic agenda.

The Strategic Planning and Policy Directorate are 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.

JOB DESCRIPTION

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

- Maintain focus 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 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

- Assists with research and analysis necessary to examine the impacts of changes to agency policies, strategies, guidelines and programs and prepares draft solutions for review;
- Provides advice to senior management and other key participants in relation to strategies and programs relevant to the policy reform agenda;
- Assists in the review of *strategic policy* and the operational requirements of the Department.
- Contributes to and assists with the preparation of 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

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, draw on information from a range of sources and

use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work 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, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated experience in policy development, implementation and evaluation.

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.

COMMISSIONER

Signature: _____

Date: _____

HR CERTIFICATION DATE: _____