



## Position description

### Strategy and Planning Officer

|                                    |  |
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| <b>Position number:</b>            | 10042  |
| <b>Classification:</b>             | Level 5  |
| <b>ANZSCO Code:</b>                | 224412   |
| <b>Division/Directorate:</b>       | Office of Multicultural Interests  |
| <b>Branch:</b>                     | Strategy and Planning  |
| <b>Section:</b>                    |  |
| <b>Work location:</b>              | Perth  |
| <b>Award/Agreement:</b>            | Public Service Award 1992 /<br>Public Service and Government Officers General Agreement 2014 |
| <b>Effective date of document:</b> | March 2016   |

#### About this position

The position develops policy and programs for multicultural interests; analyses and reports the impact of policies; and provides advice on programs and proposals of public sector agencies that impact on multicultural interests. The position involves liaison with a range of government, community and private sector organisations.

#### Reporting relationships

|  |       |         |
|--|-------|---------|
| <b>This position reports to:</b>           |       |         |
| Manager, Strategy and Planning             | 10039 | Level 7 |
| <b>Positions that report to this role:</b> |       |         |
| N/A  |       |         |

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## About the Department

### “Making a Difference for Local Communities”

The Department of Local Government and Communities aims to achieve the best possible outcomes for Western Australian communities.

These community outcomes include strategic priorities to:

- Enrich the lives of children and families
- Strengthen parenting
- Encourage and support young people to engage in community life
- Identify and address the unique issues faced by women
- Recognise and support the valued contribution of carers
- Support volunteering in the community
- Encourage and support older people to live full and active lives
- Strengthen and support the local government and community service sectors
- Strengthen and support cultural diversity in communities

#### Our aims

- Innovative and integrated local solutions
- Improved service delivery, and
- Tangible outcomes for communities.

#### Our approach

We will achieve our vision through:

- Leadership and influence
- Collaboration
- Partnerships
- Facilitation
- Coordination
- Regulation
- Education
- Empowerment.

*As an employee of the Western Australian Public Sector, all staff have specific obligations to the community of Western Australia and their colleagues. In addition to the prescribed industrial agreement, all staff are expected to:*

- *adhere to the Public Sector Management Act (1994) and Regulations*
- *apply the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department of Local Government and Communities Code of Conduct;*
- *apply the relevant safety procedures and guidelines and equal opportunity principles in the performance of work; and*
- *adhere to the Department of Local Government and Communities’ policies and procedures.*

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### **Role of the Work Unit**

The role of the Office of Multicultural Interests is to assist the Minister for Citizenship and Multicultural Interests and the State Government to achieve the full potential of multiculturalism. This requires strategies that include the whole community including business and industry groups, government and non-government agencies, culturally diverse communities and the wider community.

The Office acts as an 'enabler'—providing information, advice, funding, training and support and encouraging and facilitating partnerships and collaboration to achieve:

- A society that values, respects and maximises the benefits of its cultural, religious and linguistic diversity
- The development of organisations whose policies, programs and services are accessible and responsive to the needs of our diverse community
- Strong communities whose members foster and share their diverse cultures and actively participate in all aspects of Western Australian life.

The objectives of the Office are to

- Strengthen the capacity of culturally diverse communities
- Support the development of culturally inclusive policies, programs and services
- Facilitate full participation by culturally diverse communities in social, economic, cultural and civic activities.
- Develop intercultural understanding and promote the benefits of our State's cultural and linguistic diversity.

Positions within this division are responsible for the delivery of programs, services and projects that provide information, advice, services, funding and activity coordination that address these objectives.

Through well-developed processes, knowledge management and information delivery methodologies, research, risk analysis, robust project management as well as strong facilitation and collaboration competencies these staff will contribute to the achievement of improved collaboration between government agencies, not-for-profit organisations and local governments in the delivery of a wide range of community services at the local level.

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## Duties of the position

*This section outlines the results and outcomes required of an individual in this position.*

### 1. Communication, Liaison and Team Work

- 1.1 Establishes and maintains effective working relationships and collaborative arrangements with peers and colleagues across the department to ensure achievement of the Office's strategic and operational plans.
- 1.2 Provides information, advice and guidance to stakeholders and clients.
- 1.3 Establishes and maintains a network of contacts within relevant public sector, non-government and community organisations to consult, facilitate and negotiate the development and implementation policies, projects and initiatives.
- 1.4 Prepares submissions, briefing and speech notes, reports, policy and correspondence.
- 1.5 Represents the Office externally and contributes to the work on inter-departmental and inter-governmental committees and task forces as required.

### 2. Research and Policy Advice

- 2.1 Plans, coordinates and undertakes research to develop evidence-based responses and recommendations to support development, implementation and evaluation of policy and programs relevant to multiculturalism and related issues.
- 2.2 Monitors, analyses and reports on economic, social and community issues and policy and legislative initiatives of all tiers of Government that impact multicultural affairs.

### 3. Project Management

- 3.1 Plans, manages and delivers projects and initiatives to achieve program outcomes.
- 3.2 Using specialist project and program knowledge, provides stakeholders and staff with advice, information, referrals, guidance and counselling.

### 4. Administrative and Reporting

- 4.1 Coordinates and controls administrative activities to support the team or project.
- 4.2 Develops, monitors and reports on the achievement of activities and projects identified in the Office's operational plan and as required to meet department operating policies and procedures.
- 4.3 Contributes to initiatives to maximise operational efficiency and client satisfaction.
- 4.4 Assists with the development and compilation of publications.

### 5. Other

- 5.1 Participates in Emergency Management and Response duties as required.
- 5.2 Other duties as required.

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## Selection Criteria / Work related requirements

### Essential Pre-employment requirements:

**Criminal History Record Check:** An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement. Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

### Working Arrangements

The role may require after-hours and weekend work.

*Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role. Unless otherwise advised, applicants are required to respond to the six core capabilities using the elements of each capability to inform their response.*

### Essential Selection Criteria

#### 1. Shapes and Manages Strategy

- Understands and interprets the political framework, legislation, policy and issues from a government, industry, community and department perspective.
- Evaluates the broader political, economic, social and technical environment to assist in the planning of projects and the formulation of research methodologies.
- Understands the program subject matter and has an awareness of issues that are relevant to stakeholders.
- Understands and responds to strategic objectives, trends and factors that influence project or operational outcomes.
- Contributes to the development of operational plans and strategies.
- Evaluates project or program activities for effectiveness, impact, cost and value for money.

#### 2. Achieves Results

- Working to agreed priorities and resources coordinate and manage activities or projects applying good practice, governance and continuous improvement.
- Evaluates own, and team, performance initiating change as required.
- Contribute to the development of strategy, capability and processes that support organisational objectives.

#### 3. Builds Productive Relationships

- Develops and maintains networks, negotiates, mediates and collaborates with internal and external stakeholders to develop options and solutions.
- Promotes a collaborative, innovative and values based culture encouraging diverse views, and a balanced approach to work.
- Fosters relationships with stakeholders, identifies their needs and motives and addresses gaps in their understanding through planned communication.

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

- Reflects on own behaviours, work style, understanding the impact on others and on performance.
- Demonstrates behaviour in accordance with the standards and principles set out in applicable codes of ethics/conducts and departmental standards, values and policies including reliability, managing personal behaviours and working cooperatively.
- Understands personal and professional competence and the impact of organisational change, adapting and undertaking improvement actions as required.

#### **5. Communicates and Influences Effectively**

- Communicates confidently and selects the appropriate medium for conveying information to the audience's level of knowledge, skill and experience.
- Identifies and responds to the sensitivities and diversities of the target audience and policy position adapting communications appropriately.
- Presents information to a range of audiences and meetings.

#### **6. Specialist Knowledge and Skills**

- Knowledge of legislation, government and community issues impacting the program agenda.
- Research experience.
- Project management experience.

#### **Desirable Selection Criteria:**

- Possession of or progress towards a tertiary qualification relevant to the work of the division.

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## Specialised skills / Training requirements

**Capacity to utilise or undertake training in:**

N/A

## Allowances / Special Conditions

To be eligible to apply for appointment to permanent positions in the Western Australian Public Sector, you must be an Australian citizen or have permanent resident status in Australia. For temporary (fixed term or casual) positions, you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.

N/A

## Certification

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

|                  | Authorised Person 1 |                  | Authorised Person 2 |
|------------------|---------------------|------------------|---------------------|
| <b>Name</b>      |                     | <b>Name</b>      |                     |
| <b>Signature</b> |                     | <b>Signature</b> |                     |
| <b>Date</b>      |                     | <b>Date</b>      |                     |