



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 4/8/2016

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Cabinet and Policy Division
BRANCH: Community and Human Services
SECTION:

CLASSIFICATION: Level 7	POSITION NUMBER: MPC99018
TITLE: Principal Policy Officer	
AGREEMENT/AWARD: Public Service and Government Officers General Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>DIRECTOR Class 1</p>

Other offices reporting to this office	
Title	Level
Principal Policy Officer x2	8
Principal Policy Officer x3	7
Senior Policy Officer x5	6
Policy Officer x4	4



<p>PRINCIPAL POLICY OFFICER Level 7</p>
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Officers under direct responsibility	
Title	Level
Nil	



SECTION 3 – KEY RESPONSIBILITIES

The Principal Policy Officer provides high level policy support and advice, and undertakes complex research and analysis in relation to the development, coordination, implementation and review of Government policies from a cross portfolio perspective.

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SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

Strategic Alignment

- Leads the development and implementation of policy within the current government context.
- Understand the role, accountabilities and obligations of public sector employees.
- Understand the political framework and apply existing legislation and policy within the current context.
- Understand emerging trends with expert knowledge of the subject matters and whole of Government perspective.
- Identify required policy outcomes and sources of evidence across the policy program from policy evaluation and identify issues that could affect future implementation.
- Understand and have awareness of cross-jurisdictional issues and directions.

Critical Thinking

- Evaluate the broader political, economic, ecological, social and technical environment to ensure appropriate research and data set is available to develop policy options including the definition of the scope of the problem, opportunities and success criteria. Applies different research methodologies and data sets and identifies whether the policy approach will achieve required outcomes.
- Evaluate the cost effectiveness, including cost benefit analysis, social impact, environmental cost and value for money of policy options.

Communication and Engagement

- Collaborate and mediate with internal and external stakeholders to build consensus on the appropriate response to emerging issues and the development of policy.
- Engage with staff and stakeholders involved in program delivery to generate and test possible options.
- Initiate and recommend a preferred option through clear, succinct briefings using high level analysis and well thought out evidence.
- Develop relationships with policy professionals.

Policy Implementation and Evaluation

- Analyse ongoing environmental scanning to review policy effectiveness and performance. Identify options for policy improvement and changes.
- Anticipate and resolve potential delivery issues, manage policy conflicts, recommend and make changes to existing programs when necessary.

Other

- Mentors and supports the development and work of other policy officers.
- Other duties as directed.

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SECTION 5 – SELECTION CRITERIA

The selection criteria are to be read in conjunction with, and applied to the summary of duties.

Essential

Shapes and Manages Strategy

Is strategically focused and understands the Department's objectives and aligns operational activities accordingly. Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints. Provides direction to others regarding the purpose and importance of their work.

Achieves Results

Remain flexible and responsive to changes in requirements. Sees projects through to completion, monitoring project progress and adjusting plans as required. Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.

Builds Productive Relationships

Effectively builds and sustains relationships with a network of key people at senior levels both internally and externally. Anticipates and is responsive to internal and external client needs. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.

Exemplifies Personal Integrity and Self-Awareness

Provides impartial and forthright advice, challenges important issues constructively and stands by own position when challenged. Acknowledges mistakes and learns from them and seeks guidance and advice when required. Adopts a principled approach and adheres to public sector values and Code of Conduct. Operates as an effective representative of the Department in public and internal forums.

Communicates and Influences Effectively

Confidently presents messages in a clear, concise and articulate manner. Selects the most appropriate medium for conveying information and structures written and verbal communication to ensure clarity.

Desirable

Wide ranging knowledge of current State Government policies, priorities and practices in Western Australia.

Relevant tertiary qualifications.

Knowledge or experience in the Human Services or Community Services sector.

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SECTION 6 - CERTIFICATION

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

BRANCH/DIVISION HEAD

SIGNATURE:

R Kennedy

DATE:

4-8-16

DIRECTOR GENERAL


SIGNATURE:

Kevin Moran

DATE:

8 AUG 2016

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB
Jean Letz		4-8-16	

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

