



JOB TITLE: Principal Policy Officer	POSITION NUMBER: SD140002	CLASSIFICATION: Level 7
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AWARD Public Service and Govt Officers General Agreement	POSITION TYPE Permanent Full Time
GROUP Strategic Policy	BRANCH Infrastructure and Major Projects
POSITION REPORTS TO SD130003 - General Manager, Infrastructure and Major Projects	POSITIONS REPORTING TO THIS POSITION Nil
PURPOSE OF POSITION Leads the design, and development of strategic economic and resources industry policy initiatives across the Department and Government.	
CORPORATE CONTEXT The Department of State Development provides leadership to drive responsible development for Western Australia's future. For further information please visit our website at www.dsd.wa.gov.au	
GROUP CONTEXT The Strategic Policy Group supports responsible economic development by developing and implementing policies to address strategic resource, industrial and infrastructure issues.	
OPERATIONAL CONTEXT The Infrastructure and Major Projects Branch is responsible for State Development policies and policy issues relating to access to major projects, infrastructure and services to facilitate and promote development.	



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<p>ROLE SPECIFIC RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Policy Development & Coordination: Leads the design, and development of strategic economic and resources industry policy initiatives across the Department and Government. • Researches, analyses and formulates policy initiatives across Government that impact on resources activity and, the State Development portfolio; and makes recommendations to Government. • Provides information on policy development activities to a range of stakeholders across State and Federal Government, industry and the community. • Strategic Advice: Provides strategic advice on economic and resources policy issues to the Minister, Cabinet and key internal and external stakeholders. • Leadership & Teamwork: Leads and manages policy development project teams as required. • Contributes to the units business planning and systems, process development and performance. • Complies with government, agency and public sector policy and processes. • Consultation & Relationships: Fosters cross-agency and internal relationships to achieve the development of economic and resource development policy initiatives. • Represents the Department on State and Federal committees and forums. • Liaises with stakeholders across Government, industry and the community. <p>CORPORATE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures. • Demonstrates the Department of State Development's values which are: working together; leadership; integrity; transparency and excellence in delivery. 	<p>JOB REQUIREMENTS</p> <p>Essential</p> <ul style="list-style-type: none"> • Experience in one or more of the following fields: public policy, economics, commercial or market analysis, infrastructure development and access, industry or resources sector development. <p>COMPETENCIES</p> <ul style="list-style-type: none"> • Chooses appropriate research and analytical techniques to lead, develop and implement policy that is aligned to government policies and priorities. • Demonstrates success in providing technical leadership and project management to guide policy implementation, monitoring and evaluation of policy performance. • Identifies, initiates, builds and manages productive and effective relationships and partnerships with stakeholders. • Coaches and mentors staff • Leads teams through empowering and encouraging them to take responsibility and achieve results. • Articulates, negotiates and communicates the agency's policy position, policy decisions and research findings at a range of different forums.
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PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Permanent Resident/Citizen of Australia
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JOB LOCATION	1 Adelaide Terrace
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable

Approved Date

15-JAN-2016