



**SECTION 1 - POSITION IDENTIFICATION**

<b>Title:</b>	<b>Senior Policy Officer</b>
<b>Classification:</b>	<b>Level 6</b>
<b>Award:</b>	<b>Public Service and Government Officers General Agreement</b>

**SECTION 2 – REPORTING RELATIONSHIPS**

UNIT	UNIT MANAGER	CLASSIFICATION
<b>Division: Public Health</b>	<b>Assistant Director General</b>	<b>AMA 16-24</b>
↑		
<b>Group:</b>		
↑		
<b>Directorate: Chronic Disease Prevention</b>	<b>Director</b>	<b>PSO Class 1</b>
↑		
<b>Branch: Obesity, Physical Activity and Nutrition</b>	<b>Manager</b>	<b>PSO Level 8</b>
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<b>Section:</b>		
↑		
<b>Unit:</b>	<b>THIS POSITION</b>	<b>PSO Level 6</b>

**Positions under direct supervision and control:**

	<u>Title</u>	<u>Classification</u>

**SECTION 3 - KEY RESPONSIBILITIES**

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Contributes to strategic public health policy development, particularly in relation to healthy lifestyle promotion and chronic disease prevention. Researches, analyses and provides policy advice on issues relevant to healthy lifestyle promotion and chronic disease prevention. Assists with the development of strategic policy implementation options to ensure the appropriate resource allocation and implementation of policy through government contracting and key state and national initiatives. Prepares discussion papers, submissions, reports, briefings and Ministerial correspondence.

**SECTION 4 - STATEMENT OF DUTIES**

<b>TITLE</b> Senior Policy Officer	<b>CLASSIFICATION</b> Level 6	<b>POSITION NO.</b> 00007497
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**BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE**

Duty No.	Duties	Freq.	%
1.	Contributes to the development of strategic public health policy consistent with government and health system objectives aimed at improving population health outcomes in WA.	D	100
2.	Researches, analyses and provides high level policy advice on complex issues relevant to healthy lifestyle promotion and chronic disease prevention.	D	
3.	Reviews and monitors population health policies, research, programs and practices across a range of nominated population health portfolio areas, including non-communicable disease prevention, and recommends action where appropriate.	D	
4.	Assists with the development of strategic policy implementation options to ensure the appropriate resource allocation and implementation of policy through government contracting and key state and national initiatives.	D	
5.	Prepares discussion papers, reports, submissions, briefings, Ministerial correspondence and other papers relating to healthy lifestyle promotion and chronic disease prevention.	D	
6.	Liaises and works with a wide range of agencies and groups, including other parts of Public Health and Clinical Services, Aboriginal Health, Health Networks, area health services, Commonwealth agencies, other government departments, non-government agencies and other agencies to ensure a collaborative consultative and consistent approach to the formulation and implementation of healthy lifestyle promotion and chronic disease prevention policy.	R	
7.	Works with Community Services Procurement Directorate to ensure that health promotion contracts with non government agencies are appropriately developed and monitored.	D	
8.	Manages staff, project teams and budget as required.	R	
9.	Maintains a high level of awareness of current and emerging population health and prevention issues, trends and approaches.	R	
10.	Represents the Department of Health, Public Health Division and the Chronic Disease Prevention Directorate on committees and working parties as required.	R	
11.	Performs other duties as required.	O	
			100

**Organisation Contacts:**

Will the occupant of this position be required to communicate with positions outside the normal reporting lines?

**YES**

If yes, how frequent?                    1. Internal to the organisation...D..... 2. External to the organisation...D.....

Frequency:    D - Daily,    W - Weekly,    F - Fortnightly,    R - Regularly,    O - Occasionally,    A - Annually

**SECTION 5 - SELECTION CRITERIA**

<b>TITLE</b> Senior Policy Officer	<b>CLASSIFICATION</b> Level 6	<b>POSITION NO.</b> 00007497
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**ESSENTIAL**

1. Excellent verbal and interpersonal skills.
2. Excellent written communication skills, including ability to write high quality submissions, reports and briefings.
3. Demonstrated skills in research and/or evaluation.
4. Demonstrated ability to use evidence to develop, analyse and/or evaluate programs, plans and/or policy.
5. Good understanding of population health, health promotion and/or prevention principles and approaches.
6. Demonstrated project management skills.

**DESIRABLE**

1. Knowledge of public health nutrition, physical activity and/or obesity issues.
2. Experience in developing/implementing population health, health promotion and or chronic disease prevention policy or programs.
3. Tertiary qualifications in a relevant discipline.
4. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

**APPOINTMENT CRITERIA**

1. Successful 100 point Identification Check.
2. Successful Criminal Record Screening Clearance.
3. Successful Pre-Employment Integrity check.

**SECTION 6 - APPOINTMENT FACTORS**

<b>Location</b> East Perth	<b>Accommodation</b> Nil
<b>Allowances</b> Nil	<b>Specialised Equipment Operated</b>

**SECTION 7 - CERTIFICATION**

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date