



Principal Policy Officer

SHAREOURVISION
A business environment
that is productive,
innovative, fair and safe.

Job Description Form

Position details

Position number	000230
Level	7
Award/Agreement	Public Service Award 1992 Public Service and Government Officers General Agreement 2014
Branch	Policy and Legislation
Directorate	Industry Development
Division	Building Commission
Location	Cannington

Job description

Overview of role

The Principal Policy Officer leads and supervises a small team responsible for advising, developing, implementing and evaluating policy and legislation proposals relating to: the regulation of building occupations; supporting the development of a stronger building industry; and the sustainability of existing and new buildings. These tasks will be undertaken in consultation with industry, community groups, local government, government agencies and departmental staff.

The Principal Policy Officer will act as project manager for policy projects, research and analyse issues in the development of appropriate responses, and undertake or oversee the preparation of high level advice and correspondence relating to building policy matters.

The Principal Policy Officer will be expected to lead the implementation of policy projects and proposals for legislative change, represent the Building Commission in meetings and events, as well as contribute to the provision of information and education to the community and industry.

Key responsibilities

- Supervise a small team in the planning, development and implementation of policy and legislative proposals and projects in accordance with business plans, project briefs and agreed timelines.
- Consult effectively with external stakeholders including industry organisations, local government and consumer groups.
- Develop and maintain appropriate relationships with organisations and groups relevant to the Building Commission, including divisions of the Department of Commerce, public sector agencies and local government.
- Coordinate, conduct or participate in meetings, presentations, events, conferences and information sessions.

- Prepare briefing notes, Ministerial and Cabinet submissions, responses to Parliamentary questions, reports and correspondence on policy matters.
- Prepare legislation, regulations and supporting documentation in accordance with relevant guidelines.
- Carry out research and analysis in the development of policy responses.
- Contribute to planning and direction setting for the Building Commission, and to business process improvement.
- Seek out and participate in opportunities to develop skills and knowledge required of the position.
- Take reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the *Occupational Safety and Health Act 1984*.

Work related requirements

Shapes and manages strategy

1. Ability to set work tasks that align with the strategic objectives and communicates expected outcomes.
2. Highly developed research, analytical and problem solving skills.

Achieves results

3. Highly developed organisational skills to plan and manage a number of competing work priorities and meet deadlines.
4. Excellent computer and keyboard skills.

Builds productive relationships

5. Highly developed interpersonal and negotiation skills, including skills in leading small teams.
6. Demonstrated ability to develop and maintain professional relationships.

Exemplifies personal integrity and self-awareness

7. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
8. Show initiative and proactively steps in and does what is required.

Communicates and influences effectively

9. Ability to communicate clearly and confidently with a focus on desired objectives and outcomes.
10. Highly developed report writing skills.

Job specific

11. Knowledge and understanding of the development and implementation of legislative and policy responses, particularly as it relates to the regulation of occupations, including but not limited to those in the building industry.
12. Knowledge and understanding of contemporary issues affecting the Western Australian building industry including building sustainability.

Appointment conditions

Integrity requirement	A satisfactory, National Police Certificate or National Police History Check.
Travel requirements	No regular travel is required for this role.
Driver's licence	No licence is required for this role.
Other	Nil.

Certification (HR use only)

The duties, responsibilities and requirements of this role have been approved by the appropriate delegated authority.

This Job Description Form was registered on 19/10/2015.