



SECTION 1 - POSITION IDENTIFICATION

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

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
Division: Public and Aboriginal Health	Executive Director	
↑		
Group:		
↑		
Directorate: Chronic Disease Prevention	Director	Class 1
↑		
Branch:		
↑		
Section: Injury Prevention	Principal Policy Officer	Level 7
↑		
Unit:	THIS POSITION	Level 6

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 on injury prevention. Researches, analyses and provides policy advice on issues relevant to injury prevention. Assists with the development of strategic policy, and options for implementation, 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

TITLE Senior Policy Officer	CLASSIFICATION Level 6	POSITION NO. 00001338
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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 injury prevention.	D	
3.	Reviews and monitors population health policies, research, programs and practices on injury prevention and recommends action where appropriate.	D	
4.	Assists with the development of strategic policy and options for implementation 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 injury prevention.	D	
6.	Liaises and works with a wide range of agencies and groups, including other parts of Public Health, Office of 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 injury prevention policy.	D	
7.	Works with Statewide Contracting to ensure that health promotion contracts with non government agencies are appropriately developed and monitored.	R	
8.	Maintains a high level of awareness of current and emerging population health and injury prevention issues, trends and approaches.	R	
9.	Represents the Chronic Disease Prevention Directorate on committees and working parties as required.	O	
10.	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

TITLE Senior Policy Officer	CLASSIFICATION Level 6	POSITION NO. 00001338
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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 injury prevention issues and priorities.
2. Experience in developing and implementing population health, health promotion and/or chronic disease prevention policy or programs.
3. Tertiary qualifications in a relevant discipline.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

APPOINTMENT CRITERIA

1. Nil.

SECTION 6 - APPOINTMENT FACTORS

- Successful 100 point identification.
- Successful Criminal Records Screening (CRS) Clearance.
- Successful Pre-Employment Integrity Check

Location East Perth	Accommodation Nil
Allowances Nil	Specialised Equipment Operated

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