



Job Description

Position Title:	Principal Policy Officer	Classification:	Level 7
Position Number:	00000230	Location:	Cannington
Division/Group:	Industry Regulation and Consumer Protection	Supervises:	2
Branch/Section:	Policy and Legislation Branch B	Reports to:	General Manager Policy and Legislation

Operational Context

Within the Industry Regulation & Consumer Protection Group the Building and Energy Division has a strong focus on safety of the Western Australian community. The Division sets and monitors the technical standards for building and plumbing services, electricity and gas networks, and consumer installations and appliances. The Division also audits, inspects and investigates complaints and breaches of legislation. It also regulates and monitors the behaviour of those who are licensed and operate in these industries.

Role Overview

This position will act as a project manager and lead a small team undertaking policy projects and provide professional and technical advice on these projects to Branch management when required. In addition, this role will 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.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

Leadership

- Manages the team including physical, human and financial resources to ensure outcomes identified in the Branch Operational Plan.
- Provides professional/technical advice on the activities of the projects to Branch management.
- Ensures the Department meets its statutory obligations in relation to the implementation of policy projects and proposals for legislative change.

Project and/or Operational Planning

- Participates in operational and/or project planning to implement the Branch objectives.
- Ensures organisational aims and objectives in relation to the regulation of building occupations; supporting the development of a stronger building industry; and the sustainability of existing and new buildings are achieved according to the Branch Operational Plan and the Department's Strategic Plan while complying with relevant legislation and Public Sector policies and standards.

Stakeholder Engagement

- Participates in inter-agency working groups as part of the process of developing legislation/policy.
- Liaises with internal and external customers to ensure appropriate service delivery and improvement needs and expectations are met.

Business Improvement

- Manages process and service improvements, efficiencies and integration within the Branch.
- Identify and implement continuous improvement initiatives to contribute towards the efficiency and effectiveness of the Branch.

People Development and Culture

- Responsible for the management and monitoring of all workplace practices and corporate governance in relation to employees.
- Contributes to the development and implementation of corporate policies and procedures including the achievement of Equal Employment Opportunity and Diversity Outcomes.
- Ensures appropriate skills and expertise available within the branch to ensure optimum performance and multi skilling of staff linked to the workforce plan.
- Coaches and mentors staff including managing staff performance within the Departmental performance management system.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Performs other roles/tasks as directed.
- Takes 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.

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

- Demonstrated experience in developing and implementing legislative and policy responses.
- Demonstrated knowledge and understanding of contemporary issues affecting the Western Australian building industry.
- Demonstrated highly developed communication and interpersonal skills to build and sustain effective relationships with stakeholders.
- Demonstrated high degree of competency in managing policy projects, competing priorities and driving reforms.
- Demonstrated highly developed research, analytical, problem solving and report writing skills.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.
- Approaches negotiations with a strong grasp of the key issues and strives to achieve an outcome that delivers benefits for both parties.
- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.
- Consults and shares information to ensure others are kept informed of issues. Involves people, encourages them and recognises their contribution.

What are the Job reporting relationships?

This position reports to: General Manager Policy and Legislation

Supervisor Position No: 00016365

Classification: L8

Positions reporting to this Job:

Project Officer - (00017583)

L4

Building Industry Policy Officer - (00017586)

L5

What are the pre-employment requirements for this Job?

- 'C' Class Drivers Licence
- National Police Clearance

Approved Date

08-NOV-2018