



POSITION DETAILS

Position Title

Policy and Research Officer

Position Number

14369

Classification Level

Level 5

Award/Agreement

PSGO CSA GA 2017

Division/Directorate

Culture and the Arts (WA)

Branch/Section

Research, Policy and Evaluation

Physical Location

140 William Street, Perth

Effective Date

21/08/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

10758 – Manager, Research, Policy and Evaluation
– Level 7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Develops and maintains high level research to inform the strategic planning process and undertakes policy development for the department.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

**Enlivened and successful
communities and economy**

VISION

**To facilitate lively communities and
economy and the offering of outstanding
and inclusive sporting and cultural
experiences**

VALUES

**Vision
Excellence
Diversity
Leadership
Integrity**

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Undertakes research and consultation for policy development.
2. Identifies issues and opportunities relating to the development of the arts and cultural sector
3. Writes reports and provides policy advice.
4. Develops and maintains relationships and an extensive network of contacts with key stakeholders and client groups.
5. Provides executive officer support to committees as required.
6. Analyses existing research in light of the strategic policy development in the Department.
7. Undertakes research including design, data collection, analysis and report writing to meet the strategic directions of the Department.
8. Identifies alternate sources of research to inform planning and policy development.
9. Provides advice and information to external research institutions such as the Australian Bureau of Statistics.
10. Develops the specifications and manages contracts and consultancies in the area of research.
11. Co-ordinates various Ministerial and Parliamentary briefings.
12. Researches and prepares detailed Ministerial correspondence, speeches and briefing notes.
13. Other duties as required with respect to the skills, knowledge and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

1. Understanding of research methodologies and demonstrated ability to develop and conduct research in a policy related environment.
2. Demonstrated ability to analyse complex information quantitatively and qualitatively, and to provide a range of solutions to a problem.
3. Proven ability to plan, prioritise and manage projects and activities and produce high quality outcomes in a tight time frame.
4. Strong oral and written communication skills.
5. Good interpersonal skills including the ability to contribute in a team environment.

Desirable

1. Relevant qualification in a related discipline.
2. Knowledge of issues pertinent to the arts and cultural industry.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- A current (within six months) National Police Clearance Certificate will be required.



Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department’s AEDM within six months of appointment eg. duties required to undertake the role

CERTIFICATION

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

.....

Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position’s duties are to be performed in accordance with the Department’s Code of Conduct.

.....

Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: RF	Date: 21.08.2019