



## Policy Officer (Graduate)

### Disability Reform

<b>Position number</b>	00047737
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager, Policy and Governance (Level 8)
<b>Direct reports</b>	Nil

#### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

The Strategy and Policy Division provides strategic policy advice on local, state and national education initiatives, and develops system wide strategies and policies to improve student and Department outcomes.

The Department of Education's Disability Reform Directorate has a key role in leading the Department's program of work that sets the direction and longer-term disability reform plan for public education. This will involve working across the agency and whole-of-government, with ongoing engagement and consultation with key stakeholders, to strengthen access and services across the public education system.

The Directorate has responsibility for progressing commitments made by the State Government, including but not limited to those related to the WA Implementation Roadmap for the Disability Royal Commission, State Disability Strategy, and other reviews and reports.

This role will support the Disability Reform Directorate in undertaking research, report development and assistance with governance and stakeholder management in the delivery of the disability reform program priorities.

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

- Carry out designated policy and project activities to support business objectives, both individually and as part of a team.
- Undertake research from a wide range of sources and consultation channels.
- Analyse data to inform evidence-based solutions and present information effectively for different stakeholder groups.
- Draft correspondence including reports, briefing notes, general correspondence and corporate submissions.
- Assist in the dissemination of Department documents.
- Collaborate with internal and external stakeholders to provide and receive information as required.
- Build on relevant tertiary education with corporate knowledge and apply professional expertise to support and enhance business activities.
- Develop a sound understanding, knowledge and experience of the operations of the Department.
- Actively participate in on-the-job learning, including training activities.
- Contribute and adopt digital practices in alignment with departmental approaches.
- Work collaboratively with their team, staff across the Department and where required, external stakeholders to the Department.
- Demonstrate effective leadership and integrity by complying with the Department's Code of Conduct and all Policies and Procedures.

## Selection criteria

1. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to liaise effectively with individuals at all levels and build effective relationships.
2. Demonstrated sound research and problem solving skills and the ability to identify appropriate solutions.
3. Demonstrated sound organisational skills, including the ability to effectively multitask, prioritise, meet deadlines and work effectively within a team environment.
4. Demonstrated well-developed computer application skills, including word processing, development and maintenance of databases and spreadsheets, and digital presentations.

## Eligibility and training requirements

Employees will be required to:

- hold a relevant tertiary degree
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

**Certification**

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

**ENDORSED**

Date 5 November 2025  
Reference D25/1155196