



Principal Policy Officer Higher Education

Position number	00046720
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Manager, Higher Education (Level 8)
Direct reports	Nil

Context

Western Australia's higher education sector plays an integral role in society and economy. The sector is crucial to training and growing a skilled labour force and community, undertaking research to support and drive innovation, prosperity, and economic growth.

The Principal Policy Officer, Higher Education will lead engagement and develop and strengthen relationships with Western Australia's universities and relevant stakeholders. The Principal Policy Officer, Higher Education will provide higher education policy advice aligned with the state and national priorities.

The position will be located in the Enterprise Governance and Partnerships Division that is responsible for driving high performance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives and confidence in the management of key external partnerships. The Division:

- ensuring strategic responses and projects are delivered within expectations underpinned by quality project and program management methodologies
- improving oversight of high-level strategic priorities and projects through increased visibility and quality assurance
- aligning governance standards to the strategic significance and complexity of initiatives
- supporting evidence-based decision making through effective use of intelligence and data
- developing and maintaining effective partnerships to support strategic alignment and positive relationships both within and external to the Department, including with higher and international education stakeholders.

The Principal Policy Officer, as part of the Enterprise Governance and Partnerships Division, will work across the Department and with external stakeholders to provide high-level advice on higher education policy.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide high-level advice on policy, practice, critical issues and trends in higher education.
- Ensure the provision of seamless policy advice to Corporate Executive and the Minister for Education on higher education matters.
- Operate as part of a team and work collaboratively with relevant stakeholders related to strategic priorities and ministerial directions in higher education.
- Build and maintain collaborative working relationships and effective communication networks across the Department and with external stakeholders including higher education institutions and other agencies relevant to policies and priorities in higher education.
- Prepare briefing papers and submissions on matters related to higher education policy.
- Represent the Department on internal and external committees and working parties in a range of contexts related to higher education.

Selection criteria

1. Demonstrated extensive knowledge and understanding of Western Australia's higher education sector.
2. Demonstrated knowledge and understanding of Commonwealth and State legislation, regulations, policies and settings.
3. Demonstrated highly developed research, conceptual, analytical and problem-solving skills, including the ability to apply strategic thinking to achieve outcomes.
4. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
5. Demonstrated highly developed written communication skills, including extensive experience in the preparation of complex reports, briefing papers and policy.
6. Demonstrated highly developed strategic planning skills with a proven ability to apply contemporary strategic policy tools and frameworks, coordinate, deliver and evaluate strategic outcomes.

Eligibility and training requirements

Employees will be required to:

- 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
- 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 3 June 2025
Reference D25/0273433