



## Senior Policy Officer

### Level 6 (MIS22019)

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|-----------|---------------------------------------|-------------|--|
| Group:    | Resource and Environmental Regulation | Location:   | East Perth – Mineral House                 |
| Division: | Resource and Environmental Compliance | Supervises: | 0  |
| Branch:   | Operational Administration            | Reports to: | General Manager Operational Administration |
| Section:  | Projects, Compliance and Policy       |             |  |

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#### Operational Context

Within the Resource and Environmental Regulation Group, the Resource and Environmental Compliance Division is responsible for the management of compliance and enforcement activities across the resource sector, including the provision of resource and environmental approvals and compliance.

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#### Role Overview

This position assists with coordinating and implementing resource regulation projects and operational policy and legislation reviews across the various branches of the Resource and Environmental Compliance Division, ensuring consistency in regulatory activities and outcomes.

#### Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

## Role Responsibilities

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

- Undertakes research and analysis of qualitative and quantitative data from multiple sources to identify and investigate emerging policy issues and problems, for the development and evaluation of potential solutions.
- Build and maintain relationships and networks within government, industry and the broader community to build trust and facilitate effective information sharing and communication.
- Initiate, lead and manage policy projects, including project tracking and reporting, management of specialist consultancies as required, and formal project evaluation.
- Prepare and final quality written submissions, reports, briefing notes and ministerial correspondence.
- Clearly and concisely present and explain complex information and policy positions at senior level.
- Collaborate and contribute at the team level and proactively engage cross functionally to maximise work outputs.
- Contribute to team leadership, supporting and mentoring staff to help promote development of analytical capabilities and the delivery of policy outcomes.
- Seek out and participate in opportunities to develop skills and knowledge required of the position.
- Represent the Department on committees, working groups and other engagements as required.

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## Corporate Responsibilities

The following outlines departmental responsibilities:

- 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 applicable work health and safety laws.
- 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.
- Performs other duties as directed.

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## Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated experience in high level policy and development, implementation and evaluation.
- Highly developed organisational skills to plan and manage a number of competing work priorities and meet deadlines.
- Demonstrated ability to develop and maintain professional relationships.

- Communicates clearly and confidently and has a focus on desired objectives and outcomes.
- Knowledge and understanding of resources sector policy issues would be an advantage.
- Ability to work with technical information and experts in a rapidly evolving technical, policy and regulatory environment would be an advantage.

### Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leading Others](#) – Knowledge, the following outlines those that are required to undertake this role:

- **Lead Collectively** - You understand how your work and that of your team contribute to achieving agency outcomes and fit in the sector.
  - **Think Through Complexity** - You think critically and strategically to solve problems and enhance effectiveness across your team or work area.
  - **Dynamically Sense the Environment** - You adapt your communication style to target audience to influence or persuade.
  - **Deliver on High Leverage Areas** - You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
  - **Build Capability** - You lead development and focus on processes and activities in your team and domain of expertise.
  - **Embody The Spirit of Public Service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
  - **Lead Adaptively** - You proactively participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them.
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### This position reports to:

General Manager Operational Administration – Level 6 (MIS22019)

### Positions reporting to this Role:

This position has no direct reports.

### Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

Approved Date

22-JAN-2026