



## Job Description Form

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|-----------------|--|-------------|--------------------|
| Directorate:    | Aboriginal Engagement and Community Policy | Reports to: | Assistant Director |
| Branch/Section: | Aboriginal Engagement – WASGRS             | Supervises: | Up to 2            |
| Location:       | Perth Metro                                |             |                    |

## Principal Policy Officer, Level 7 (DPCT4206)

**Our vision is to lead a connected government that delivers a brighter future for Western Australians.**

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Our values, *Leadership, Connection and Impact*, underpin the way we work.**

The Aboriginal Engagement Directorate aims to elevate the Aboriginal Affairs portfolio and drive systemic change across Government, with an objective to improve the economic prosperity and wellbeing of Aboriginal people and communities in Western Australia. This includes providing timely and relevant policy advice and embed strategic frameworks that facilitate a whole of government approach in engaging with Aboriginal people and communities.

### About the Role and Responsibilities

The Principal Policy Officer provides high level policy support and advice, and undertakes complex research, analysis and project management in relation to the development, coordination, implementation, and review of Government policies from a cross-portfolio perspective relating to Aboriginal Affairs.



## **Strategic Alignment**

- Leads the development and implementation and review of policy within the current government context.
- Leads, coordinates, and evaluates projects to develop and negotiate whole of government solutions to complex matters.
- Understands the political framework and applies existing legislation and policy within the current context.
- Understands emerging trends with expert knowledge of the subject matters and whole of Government perspective.
- Identifies required policy outcomes and sources of evidence across the policy program from policy evaluation and identifies issues that could affect future implementation.
- Understands and has awareness of cross-jurisdictional issues and directions.

## **Critical Thinking**

- Evaluates the broader political, economic, ecological, social, and technical environment to ensure appropriate research and data set is available to develop policy options including the definition of the scope of the problem, opportunities, and success criteria.
- Applies different research methodologies and data sets and identifies whether the policy approach will achieve required outcomes.
- Evaluates the cost effectiveness, including cost benefit analysis, social impact, environmental cost, and value for money of policy options.

## **Communication and Engagement**

- Collaborates and mediates with internal and external stakeholders to build consensus on the appropriate response to emerging issues and the development of policy.
- Engages with staff and stakeholders involved in program delivery to generate and test possible options.
- Initiates and recommends a preferred option through clear, succinct briefings using high level analysis and well thought out evidence.
- Develops relationships with policy professionals.
- Has an awareness of the diversity of the Aboriginal peoples and communities of Western Australia.

## **Policy Implementation and Evaluation**

- Has project planning and project management skills to execute projects aligned to the Government's strategic policy objectives
- Analyses ongoing environmental scanning to review policy effectiveness and performance. Identifies options for policy improvement and changes.
- Anticipates and resolves potential delivery issues, manages policy conflicts, recommends and make changes to existing programs when necessary.

## **Other**



- Mentors and supports the development and work of other policy officers.
- Undertakes other duties as required.

## Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- 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 Work Health and Safety Act 2020.
- Undertakes other duties as required.

## Work Related Capabilities (Selection Criteria)

### Essential

- **SHAPES AND MANAGES STRATEGY.** Is strategically focused and understands the Department's objectives and aligns operational activities accordingly. Gathers and investigates information from a variety of sources and explores new ideas and different viewpoints. Provides direction to others regarding the purpose and importance of their work.
- **ACHIEVE RESULTS.** Remains flexible and responsive to changes in requirements. Sees projects through to completion, monitoring project progress and adjusting plans as required. Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.
- **BUILDS PRODUCTIVE RELATIONSHIPS.** Effectively builds and sustains relationships with a network of key people at senior levels both internally and externally. Anticipates and is responsive to internal and external client needs. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.
- **EXEMPLIFIES PERSONAL INTEGRITY AND SELF-AWARENESS.** Provides impartial and forthright advice, challenges important issues constructively and stands by own position when challenged. Acknowledges mistakes and learns from them and seeks guidance and advice when required. Adopts a principled approach and adheres to public sector values and Code of Conduct. Operates as an effective representative of the Department in public and internal forums.
- **COMMUNICATES AND INFLUENCES EFFECTIVELY.** Confidently presents messages in a clear, concise, and articulate manner. Selects the most



appropriate medium for conveying information and structures written and verbal communication to ensure clarity.

### **Desirable**

- Wide ranging knowledge of current State Government policies, priorities, and practices in Western Australia.
- Relevant tertiary qualifications

You must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

### **Certification**

**Authorising Signature:**

**People Services:**

**Date:**

**Date:**