



Policy and Project Manager

Branch: Freight

Directorate: Freight, Ports, Aviation and Reform

Position Number: 00026962

Classification: Level 7

Physical Location: Perth (William Street)

Award/Agreement: Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

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The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



COLLABORATION

Working **together**, we get things done.



WELLBEING

Looking after **ourselves** and supporting **others**.



ADAPTABILITY

Always open to **possibilities**.



ACCOUNTABILITY

Taking ownership, we **deliver**.

Overview of the directorate

The Freight, Ports, Aviation and Transport Reform Directorate (FPAR) within the DoT delivers multi-modal integrated transport planning, strategies, policies and programs to achieve a competitive, efficient and sustainable freight system that integrates port, intermodal, road and rail operations. The Directorate delivers policies, regulations, programs and advice on intrastate aviation. The Directorate also contributes to and influences the reform of transport-related policies, regulations and legislations at the State and national level.

Overall purpose of the role

Manages the evaluation and formulation of policies and strategies to meet government's strategic transport objectives.

Work description

Leadership

- Engages, equips and empowers team members to deliver on agreed objectives.
- Fosters a positive and collaborative team culture.
- Facilitates an environment that encourages fresh thinking.
- Ensures the team behaviour and work is in alignment with governance requirements and values of DoT.
- Represents the organisation's values in decisions and behaviours with the team and beyond.
- Encourages the sharing of appropriate information to foster collaboration and sustainability of team outcomes.

Policy and project management

- Leads the development of policy and strategy, and the delivery of associated projects.
- Ensures that transport policy and planning processes deliver outcomes that are environmentally and socially sustainable.
- Leads research and analysis to stay informed about national, state and local government, industry and community expectations and aspirations to translate into policy, advice and plans to make recommendations about strategic initiatives.
- Evaluates the effectiveness of policy options, including cost benefit analysis, social impact, sustainability cost and value for money.
- Undertakes economic analysis in relation to the supply chain, as required. (Optional)
- Monitors and coordinates report against key performance indicators.

Consultation and engagement

- Cultivates and maintains high level relationships with internal and external stakeholders to facilitate understanding, development and implementation of strategic policy and program initiatives.
- Provides specialist advice on existing and potential policy issues and options
- Represents the department on committees and external meetings, including participation in national working groups, contributing State perspective input and advice
- Captures and analyses consultation, monitoring and evaluation feedback and develops evidence-informed recommendations for policy change.
- Negotiates and facilitates agreed outcomes across stakeholders both internal and external
- Prepares draft cabinet submissions, Ministerial responses, policy papers, and responses to media and information requests as required.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

Job Requirements

1. Substantial experience in a relevant transport, public policy, industry development, or strategic planning field.

Capabilities

1. Guides evidence-based strategic policy development implementation and ensures the ongoing monitoring and evaluation of policy performance.
2. Coordinates, manages and evaluates multiple projects towards achieving policy outcomes and focuses on opportunities for continuous improvement.
3. Remains flexible and responsive to changes in requirements.
4. Identifies, builds and sustains relationships with a network of key people internally and externally and ensures they are well briefed; delivers constructive, objective feedback to facilitate a positive contribution.
5. Leads teams and develops them to act in accordance with Agency values and behaviours, empowering them to take accountability for the achievement of agreed outcomes.
6. Constructively challenges issues and provides impartial and forthright advice.
7. Prepares presentations, written reports and briefing papers on complex matters.
8. Encourages and persuades others to support the delivery of government objectives.

DESIRABLE:

Nil

Reporting relationships

Executive Director, Class 1



Director Freight, Level 8



This Position



Senior Policy and Project Officer, Level 6, 1 FTE

Allowances/Special conditions

1. <Allowances>

Certification

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

**Executive Director
People and Culture**