



Senior Policy and Project Officer

Branch: Freight

Directorate: Freight, Ports, Aviation and Reform

Position Number: 00014311

Classification: Level 6

Physical Location: Perth (William Street)

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

Our purpose: Empowering a thriving community

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.



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



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



Always open to **possibilities**.



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

Undertakes the evaluation and formation of policies and strategies to meet government's strategic transport objectives.

Work description

- Policy and Project Management
- Leads the delivery of aspects of policy development and projects.

- Evaluates the effectiveness of policy options or projects including environment, social sustainability and value for money.
- Manages governance and monitoring activities for specific regulatory functions, such as regional air services and aircraft licensing, as required.
- Undertakes research and analysis to stay informed about national, state and local government, industry and community expectations and aspirations to inform senior management about the practical implications of policy options and to identify emerging trends, issues and risks.
- Monitors and reports against key performance indicators.
- Evaluates and drafts compliant business cases and submissions as required.
- Reviews and provide comment on commercial leases, licences, legal agreements and planning documents, if required.
- Plans and oversees the work of team members, including performance feedback, development and career support, ensuring behaviours and outputs are in alignment with governance requirements and expectations of DoT.
- Finance and contract management
- Coordinates e-business and procurement processes and manages contracts.
- Undertakes and evaluates financial aspects of projects including budget proposals, business cases and capital projects and provides finance advice on strategic policy issues.
- Prepares financial statements for annual reports and provides advice.
- Monitors project budgets and reports variance.
- Oversees the management of grant funding for projects, as required.
- Consultation and engagement
- Shares information and collaborates with other transport-related policy stakeholders including port authorities, other departments (Treasury, JTSI, DPLH etc) to understand the risks and impacts of policy changes, and reports issues to management.
- Represents the department on committees and external meetings including working with national and other state jurisdictions.
- Provides advice on existing and emerging policy issues.
- Drafts cabinet submissions, Ministerial responses, budget, reference and policy papers, guidelines, reports and media responses 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:

1. Job Requirements

2. Considerable experience in a relevant transport field, public policy, industry development, sustainability or strategic planning.

Capabilities

1. Develops innovative and evidence-based policy options based on sound research and qualitative and quantitative analysis.
2. Coordinates, manages and evaluates projects towards achieving policy outcomes.
3. Remains flexible and responsive to changes in requirements.
4. Identifies, initiates and builds productive, respectful and effective relationships with diverse stakeholders that facilitates support.
5. Shares knowledge and experience with teams through coaching and development.
6. Leads teams based on Agency values and behaviors, empowering them to take accountability for the achievement of agreed outcomes.
7. Prepares verbal and written reports and briefing and policy papers and delivers presentations to wide variety of audiences
8. Collaborates and negotiates with stakeholders to build consensus.

Desirable:

Nil

Reporting relationships

Director Freight, Level 8



Policy and Project Manager, Level 7



This Position



Nil

Allowances/Special conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

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**