



## Job Description

# Senior Policy and Reconciliation Officer (50D)

### Level 6

---

<b>Position Number:</b>	00029078	<b>FTE:</b>	1.0
<b>Directorate:</b>	Policy Planning and Innovation	<b>Branch:</b>	Policy Planning and Research
<b>Location:</b>	Osborne Park	<b>Position Status:</b>	Permanent
<b>Agreement/Award:</b>	Public Service Award 1992 Public Sector CSA Agreement 2024 or as replaced		

---

#### Reporting Relationships

##### Reports to:

Director Aboriginal Policy Planning and Reconciliation, Level 8

##### Other officers reporting to the above office:

Principal Policy Consultant, Level 7

Senior Policy and Reconciliation Officer, Level 6

Administration and Reconciliation Officer, Level 3

##### This Office – officers under direct responsibility:

No direct reports

---

#### Key Role Statement

The Senior Policy and Reconciliation Officer is responsible for providing high level support to the Director Aboriginal Policy, Planning and Reconciliation. This includes contributing to the provision of advice to inform Aboriginal inclusion and reconciliation in the Vocational Education and Training sector, and to the development and implementation of the Department's Reconciliation Action Plan. The role also requires liaising with internal and external stakeholders, undertaking research and analysis and preparing reports, Ministerials and briefing notes.

---

#### Key Responsibilities

- High level support is provided to the Director Aboriginal Policy, Planning and Reconciliation (the Director) to enable strategic high-level advice to internal and external stakeholders on the development, implementation and review of the Department's policies and strategies in relation to Aboriginal employment and training.
  - Contribute to the Department's Reconciliation Action Plan (RAP), including the provision of administrative support to the Department's Aboriginal Advisory Group, RAP Steering Group and other meetings/forums as required.
  - Support the Director in liaising with internal and external stakeholders, including government, relevant community groups/community leaders, private sector providers, not for profit sector, Jobs and Skills Centres and TAFE Colleges to work towards maximising positive outcomes in Aboriginal education, training and employment.
  - Research and analysis on policy, planning and reconciliation matters relating to Aboriginal employment and training, and the preparation of reports, Ministerials and briefings as required.
- 

#### Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Personal Leadership** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Dynamically sense the environment** – You adjust priorities and pace with guidance when necessary to ensure you contribute to delivering value for your team.
  - **Deliver on high leverage areas** - Under the supervision of your manager, you work to meet specified timelines and priorities, completing your work to a high standard.
  - **Embody the spirit of public service** - You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary.
-

---

**Selection Criteria****Essential**

- **Aboriginality is considered essential for this position under Section 50D of the *Equal Opportunity Act 1984*.**
- Sound knowledge and understanding of strategies and initiatives to influence positive outcomes for Aboriginal people, particularly as they relate to training, employment and reconciliation.
- Demonstrated ability to undertake research and analysis, and provide strategic advice and recommendations on complex issues in a timely way.
- Excellent verbal and written communication skills including the preparation of reports, Ministerials and briefings.
- Demonstrated ability to build and maintain external networks, including Aboriginal communities and organisations, government agencies and other stakeholders relevant to the Department's vision for reconciliation.
- Demonstrated experience contributing as an effective team member including the ability to address changing needs, make collaborative decisions and work closely with team members to achieve identified outcomes.

**Other Requirements**

- May be required to work from any Department worksite.

---

**Values**

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
- We have integrity and courage.
- We respect, trust and care for each other.
- We know diversity makes us stronger.

---

**CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

**Branch Director:****Name:** Lisa Derschaw-Ruru**Position:** Director  
Aboriginal Policy Planning and Reconciliation**Signature:** **Date:****Delegated Authority:****Name:** Morena Stanley**Position:** A/Director Policy Planning and Research**Signature:** **Date:** 22/1/2026**HR USE ONLY****Date Registered on Content Manager:** 23/1/2026**Content Manager Reference No:** TWD/F21/0011243